

**Pre-commissioning Training**

**BASIC OFFICER TRAINING (BOT)**

**August 2009**

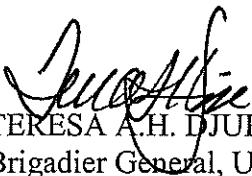


**Holm Center for Officer Accessions and Citizen Development**

## Holm Center Syllabus MMOPM-BOT-MOTS-001

This Basic Officer Training (BOT) syllabus outlines the training required to achieve the proficiency specified in the course training standard, AFI 36-2014 and the Air University Continuum of Education. It prescribes the course content, instructions to conduct the training, and the time necessary to successfully complete all requirements. Authority for the execution of this syllabus is delegated to the OTS/CC. Any training not specifically authorized in this syllabus or other USAF or Holm Center directives is prohibited without the recommendation of the Holm Center Syllabus Steering Committee (Holm Center/CV [Committee Chair], Holm Center/CR, Holm Center/JR, OTS/CC, and AFROTC/CC) and prior approval of Holm Center/CC. Forward suggestions to the 24 TRS/CC who will coordinate all proposed changes with OTS/CC and Holm Center/CR.

OFFICIAL



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**Summary of Changes**

General — The syllabus now includes the Air University directed Cross-Cultural Competence curriculum. Regional area studies have been reduced from 29 to 22 hours for the inclusion of this vital program. All administrative class numbering has been removed and CWTs have been shifted to move to a standard 50 question test capability. M-16 orientation, Land Navigation with map reading, Self Defense, Convoy Operations, and Force Protection have been removed and SABC reduced to wound management familiarization only to align with Holm Center recommendations to AETC/A3 for formalized EST Tier 1 commissioning education and training requirements. The Mid-Course OTPR has been moved to TD-20 to provide needed feedback earlier in the course and recommend additional training as needed for individuals failing to meet standards. Operation Initial look has been removed and replaced by Combatives modules, which were moved into the regular duty day schedule.

# CHAPTER 1

## COURSE DESCRIPTION

- 1. Course Title**-- Basic Officer Training (BOT)
- 2. Course Number**-- MMOPM-BOT-MOTS-001. PDS Code MOTS001
- 3. Location**-- Maxwell AFB, AL
- 4. Duration**-- 61 Training Days
- 5. Course Entry Prerequisites** -- IAW AFI 36-2013, Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)
- 6. Status Upon Graduation** -- Graduates of the course are commissioned as Second Lieutenants in the United States Air Force, trainees complete the AF Form 133 and are awarded a commissioning certificate. The graduate is ready to enter follow-on AF training programs or proceed to direct duty assignments. Specifically, graduates will have satisfactorily met all requirements specified in AFI 36-2014, Commissioning Education Program and:
  - 6.1** Possess the essential military knowledge, skills and values that a new Air Force officer needs to perform effectively during the initial years of commissioned service.
  - 6.2** Demonstrate high standards of character, conduct, physical fitness, self-discipline, commitment, integrity, and honor.
  - 6.3** Be familiar with AF missions and basic capabilities.
  - 6.4** Possess a sense of leadership and personal responsibility for the officer's mission, people, and profession of arms.
  - 6.5** Have a basic understanding of AF operations fundamentals.
  - 6.6** Comprehend the overall AF organization and chain of command.
  - 6.7** Have a working knowledge of basic AF skills to include uniform wear, dress and personal appearance standards, drill and ceremony and USAF and other Service rank structures.
  - 6.8** Have a basic knowledge of and be able to use basic AF Expeditionary Combat skills.
  - 6.9** Be familiar with and able to demonstrate AF communications standards.
  - 6.10** Be able to write and brief IAW AF standards.
  - 6.11** Understand and be able to employ the elements of personal and team leadership at the tactical level.
  - 6.12** Have a basic understanding of other cultures and areas of the world of strategic interest to the United States.
- 7. Course Objective** -- Produce a world-class officer of character possessing the American warrior ethos, prepared to lead Airmen, and embodying the Air Force Core Values.

**8. Course Implementation** -- This course provides initial training to officer candidates and develops competent AF leaders. The course is organized in four-phases that align all academic curriculum and training events. The four-phases are:

- 8.1** Indoctrination
- 8.2** Development
- 8.3** Application/Evaluation
- 8.4** Transition

**9. Phases** -- BOT trainees progress through the following 4-phases of leadership development.

**9.1 Phase 1 (Indoctrination):** In this phase, trainees focus on teamwork/teambuilding, discipline, and standardization. This phase provides trainees the shared common experience in military training to include drill, marching, room and uniform inspections that teach attention to detail and the need to form and operate as a team. The indoctrination phase culminates in the Commander's Challenge in which trainees earn 3<sup>rd</sup> Class Status.

**9.2 Phase 2 (Development):** In this phase, trainees learn fundamentals of leadership, military management, and the profession of arms. They gain an appreciation of the history and heritage of the Air Force and begin to understand and contribute to the Airman culture. In addition, they learn basic combat skills and the importance of cultural awareness as it relates to the military mission. This phase culminates with the trainees' promotion to upper class status and the arrival of the next BOT lower class.

**9.3 Phase 3 (Application/Evaluation):** This phase focuses on the practical application of lessons learned in the previous phases. Trainees experience the pressures of leadership and command through their participation in training the new lower class, as well as leading their peers via officer trainee wing positions. Trainees must pass individual leadership evaluations at both the Leadership Reaction Course and AEF training exercise. Communications skills are evaluated through an advocacy briefing assessment.

**9.4 Phase 4 (Transition):** The final phase of the program prepares the trainees to make the transition from a training environment to the operational Air Force. This phase concentrates on mentoring and the practical transition into the traditions and everyday life of AF junior officers.

## 10. Training Hours

**Figure 1.1 Training Hours**

AREAS	STUDY HOURS	CLASS HOURS
<b>Air Force Combatives Program</b>	<b>0.00</b>	<b>10.00</b>
<b>Air Force Culture</b>	<b>0.00</b>	<b>88.75</b>
<b>Administration</b>	<b>0.00</b>	<b>89.00</b>
<b>Academic Assessments</b>	<b>8.00</b>	<b>13.00</b>
<b>Communication Studies</b>	<b>21.50</b>	<b>20.00</b>
<b>Drill &amp; Ceremonies</b>	<b>0.00</b>	<b>42.00</b>
<b>Field Leadership</b>	<b>0.00</b>	<b>116.50</b>
<b>Field Training</b>	<b>7.00</b>	<b>51.00</b>
<b>Formal Counseling</b>	<b>0.00</b>	<b>28.00</b>
<b>Leadership Studies</b>	<b>44.00</b>	<b>63.00</b>
<b>Military Studies/International Security Studies</b>	<b>64.00</b>	<b>47.00</b>
<b>Orientation</b>	<b>0.00</b>	<b>2.50</b>
<b>Profession of Arms</b>	<b>42.00</b>	<b>36.00</b>
<b>Preparation</b>	<b>0.00</b>	<b>6.00</b>
<b>Physical Training</b>	<b>0.00</b>	<b>45.00</b>
<b>Scheduled Military Training</b>	<b>0.00</b>	<b>66.00</b>
<b>HOURS</b>	<b>186.50</b>	<b>723.75</b>

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## CHAPTER 2

### COURSE ADMINISTRATION

#### Section A --Syllabus Management

**1. Syllabus Interpretation** --This syllabus is directive in nature. The 24 TRS/CC is responsible for both managing the syllabus and ensuring that the intent of the syllabus is met. If no clear syllabus guidance exists, resolve the situation and inform the chain of command. If the logical course of action appears to conflict with other directives, the OTS/CC in coordination with Holm Center/CR, will make the final decision on the course of action to follow and will direct the 24 TRS/CC to provide the correct guidance in the syllabus.

**2. Syllabus Waiver** --Unless otherwise noted herein, an approved syllabus waiver is required for any planned exception to the syllabus resulting in omission of a graduation requirement. Permanent or blanket waivers are not authorized, but rather should be suggested as syllabus changes. 24 TRS/CC will submit waiver requests electronically or in writing, on AETC Form 6, Waiver Request, through the OTS/CC, and Holm Center/CR for review, to Holm Center/CC for approval.

**3. Syllabus Deviation** --A syllabus deviation is any unplanned variation from syllabus requirements such as prerequisite flow or omission of a non-graduation requirement training event. Normal scheduling variations within plus or minus a 3 training days do not constitute a reportable deviation as long as the syllabus prerequisite flow is maintained. Normal training day flow should be maintained unless unforeseen circumstances drive a change. If unforeseen circumstances result in an omission of syllabus training, the 24 TRS/CC will determine if the omitted training can be accomplished later in the syllabus flow without adversely affecting the quality of training. Syllabus deviations with 24 TRS/CC-directed corrective actions will be documented and forwarded to OTS/CC and Holm Center/CR for review following each phase of training.

**4. Syllabus Review** -- This syllabus will be reviewed annually by representatives from OTS and Holm Center/CR and all changes forwarded to the Holm Center Syllabus Steering Committee for final approval. For this syllabus, annual reviews and/or revisions will occur during the summer to align with the Holm Center/CR curriculum review and publishing process, which is before the start of the university academic year. All chapters with the exception of Chapter 3 will be maintained by 24 TRS/CC.

#### Section B — Responsibilities

##### **1. Holm Center/CR will:**

- 1.1 Train all incoming OTS Flt/CCs on basic Air Force classroom instruction requirements IAW AETCI 36-2201 and HOLMCENTERI 36-2201.
- 1.2 Establish, develop, and maintain curriculum requirements established for initial officer training, in coordination with OTS/CC.
- 1.3 Administer and score consolidated written tests (CWT) IAW AFOATSI 99-1.

- 1.4 Administer OTS internal and external survey programs in accordance with established policies and directives IAW AUI 36-2312.
- 1.5 Manage Chapter 3 of this syllabus.
- 1.6 Provide lecturers for designated lecture classes.

## **2. OTS/CC will:**

- 2.1 Ensure all Holm Center training requirements are accomplished.
- 2.2 Provide direction on training philosophy and program emphasis.

## **3. 24 TRS/CC will:**

- 3.1 Execute BOT program and syllabus in support of Air Force requirements.
- 3.2 Inform functional communities, as appropriate, regarding exceptional trainee issues.
- 3.3 Award the Commissioning Certificate upon completion of the program and oath of office.
- 3.4 Prepare an AF Form 133 for each trainee.
- 3.5 Provide incoming Flt/CCs Mission Qualification Training and certify them to conduct training directed by this syllabus.
- 3.6 Maintain certification of all 24 TRS instructors through annual evaluations or as directed by the commander.

## **4. 22 TRSS/CC will:**

- 4.1 Record program completion in MILPDS/OTA.
- 4.2 Provide military personnel support to trainees.
- 4.3 Provide emergency medical care and treatment to injured and sick trainees.
- 4.4 Administer physical fitness training and Air Force Combatives Program training.
- 4.5 Augment 24 TRS instructors, as available, for AEF skills and field training.
- 4.6 Monitor and prepare Field Training sites.
- 4.7 Provide instruction in drill, ceremonies, customs and courtesies.
- 4.8 Provide dormitory maintenance instruction and aid 24 TRS instructors' maintenance of dormitory standards through regular inspections.
- 4.9 Liaises with Holm Center Help Desk on student computer support matters.

## **5. OTS/CCV will:**

- 5.1 Provide all incoming 24 TRS Flt/CCs Initial Qualification Training.
- 5.2 Initially certify all 24 TRS instructors through initial evaluations.
- 5.3 Assist and/or conduct In-Service Training of 24 TRS instructors.
- 5.4 Manage and execute the Evaluator Upgrade program.
- 5.5 Conduct no-notice evaluations on instructors and provide feedback to 24 TRS/CC, via a Standardization/Evaluation Review Board or other means.

## Section C - Administration

### **1. Training Requirements and Restrictions:**

**1.1 Intent:** This course combines military training with academic education in order to give the graduate sufficient skills to perform non-AFSC-specific actions required of an Air Force Second Lieutenant.

**1.2 Trainee and Flight Commander Responsibilities:** Trainees are required to monitor their training; however, flight commanders are responsible for training accomplishment.

**1.3 Events Per Day:** Trainees should not normally be scheduled for more than one graded measurement per day. The exception is an incomplete event due to maintenance problems or weather impacts that may not qualify as an accomplished event. The 24 TRS/CC is approval authority for more than one graded event per day.

**1.4 Instructor and Trainee Guides:** Holm Center/CR develops and distributes instructor and trainee materials (e.g. textbooks, lesson plans, audiovisual support material) to support the academic curriculum in this syllabus. These support documents expand on the information in this syllabus and contain the detail necessary to ensure consistent training for all trainees.

**1.5 Key Events:** These events required special attention by staff to prevent trainees from being absent from them. Details or other appointments with staff members do not excuse trainees from these key events. Key events may be foundational and necessary for further training, critical evaluations or non-repeatable training.

**2. Break-in-Training Events:** The 24 TRS/DO may authorize these events for extended delays in training. A break-in-training will occur if the trainee is recycled to a later class due to factors other than normal programmed syllabus flow. These events will be identified as “ADD” events (e.g. Advocacy Brief-ADD, etc.), and the number and type of additional events will be determined on an individual basis. “ADD” events will only be authorized following a break in training as described above.

**3. Safety:** Staff will emphasize adherence to established operating procedures, discipline, professionalism, and judgment. OTS faculty and staff must use every training opportunity to stress the use of sound operational risk management principles while trainees are performing in both leader and follower roles.

**4. Graduation Requirements:** Graduation requires that all training standards and objectives directed in this syllabus be met, and all graded measurements be satisfactorily completed. Trainees must meet AF physical training (PT) standards IAW AFI 10-248. USAF Physical Fitness Assessment (PFA) completion with a minimum score of 75 is a graduation criterion. Trainees must attain an overall 80% average on academic tests or an 80% on the comprehensive exam. Failure to meet standards is grounds for disenrollment and will be processed IAW applicable OTS Operation Instructions (OI). Trainees must also pass the LRC, AEF, Advocacy Brief, Mid-Course and End-of-Course OTPR evaluations.

**5. Physical Training:** Physical training helps trainees cope with the rigors of the training environment and improves their physical condition. Weather permitting, organized PT will normally be accomplished by each class (upper and lower) each morning, per the schedule.

## **6. Training Progression:**

**6.1 Normal Progression:** Trainees able to meet the performance standards for each unit or block of training, as written in this syllabus on the appropriate day of training, qualify as performing under “normal progression.” Attainment of course objectives will be measured through written examinations, graded writing and briefing assignments, and graded field leadership missions. A trainee must meet all training objectives in each unit or block in order to progress to the next unit or block of training, or to graduate.

**6.2 Student Non-Progression (SNP):** Failure of a graded measurement.

**6.3 Additional Training:** Because trainees enter training with varied experience and ability, some trainees will require more training to meet required performance standards. Additional training (AT) events may be provided to bring a trainee’s performance up to standards following SNP. AT events will be clearly defined in time and scope on a memo or trainee grade sheet by the Flt/CC, prior to the AT event. AT events will be accomplished by any method available to correct a trainee deficiency to include a combination of academics, briefings, computer-based training (CBT), or field events IAW the Holm Center training manual.

## **7. SNP Courses of Action:**

**7.1 Special Monitoring Status (SMS):** Close monitoring of SNP trainees. SNP trainees will be placed on SMS by the SS/CC. Additionally, trainees may be placed on SMS at the discretion of the SS/CC. While on SMS, the SS/CC will deliberately set milestones for the trainee to achieve, which help the trainee meet course training standards. AT may be assigned to a trainee while on SMS. SMS administration will be IAW applicable OTS Operating Instructions (OI).

**7.2 Elimination Check (EC):** The 24 TRS/CC’s final evaluation tool (i.e. graded measurement remake), administered by a SS/CC, SS/DO, CCV, or a 24TRS/ADO, to determine the trainee’s ability to meet objectives satisfactorily and continue with the normal syllabus flow.

7.2.1. An EC is conducted for the following reasons:

7.2.1.1. Any time a trainee fails a graded measurement other than a CWT.

7.2.1.2. Any graded measurement for a trainee with two previous graded measurement failures.

7.2.1.3. At any other time at the discretion of the 24 TRS/CC, normally for poor performance in other areas. Trainees who require an extended period of close supervision (SMS-Special Monitoring Status, see para 7.1) should be considered for an EC, on the recommendation of the SS/CC.

7.2.1.4. Any graded measurement for a trainee who was recycled and has reached his/her predetermined number of allowed failures.

7.2.1.5. In the case of mid-course or end-of-course performance reports (OTPRs), the Flt/CC will administer the remake but the final grade will be signed by the SS/CC.

7.2.2. An EC failure triggers a commander's review (CR). Trainees who pass the EC will return to training.

**7.3 Commander's Review (CR):** After the failure of an EC, a trainee's case will be reviewed by senior leadership within OTS, specifically the owning SS/CC and the 24 TRS/DO who will recommend a course of action to the 24 TRS/CC, and the OTS/CC if required, by governing directives. At this time, the appropriate commander will determine whether a trainee should be reinstated back into training, recycled to a new class or disenrolled from Basic Officer Training. When a trainee is entered into the CR process, all relevant factors including attitude, professional qualities, experience level, prior performance in the course and any unusual circumstances documented in their training folder will be reviewed. Additionally, based upon overall course progress and at the 24 TRS/CC's discretion, any single graded measurement failure can trigger a CR. Any time a trainee is believed to not meet administrative eligibility standards, a CR is triggered (see Administrative Disenrollment). CR procedures will be IAW applicable OTS OIs.

**8. Commander's Options:** During the CR, commanders have four options available: trainee reinstatement, trainee recycle, administrative disenrollment or summary disenrollment.

**8.1 Trainee Reinstatement:** Either the 24 TRS/CC or OTS Commander can return a trainee into the normal syllabus flow.

**8.2 Trainee Recycle:** Trainees not performing up to course training standards, but who display potential to meet them if given a reasonable amount of additional time in training, may be "recycled" into another BOT class. Trainees may also be recycled for administrative reasons, e.g. injuries that prevent continuation in training but do not meet the threshold for a medical disenrollment.

8.2.1. The 24 TRS/CC determines if a trainee is to be recycled, and into which class and point in training the trainee will be recycled.

8.2.2. The 24 TRS/CC will determine how many additional failures a recycled trainee will be allowed based on the TD the trainee goes back into training. Normally, no additional failures are allowed, making all further graded measurements ECs. However, a trainee recycled to week 1 of training may warrant additional allowable failures.

**8.3 Summary Disenrollment.** Summary disenrollment is used in non-administrative cases. The OTS/CC is the approval authority for summary disenrollments, per AUI 36-2315, para 2. There are three categories of summary disenrollments:

8.3.1. Military Training Deficiency (MTD). A MTD is a failure to achieve a passing grade/score on graded measurements, see Table 2.1. This does not include practice exercises. Normally, three failures are grounds for recommending a MTD disenrollment or recycle; however, a failure may warrant an MTD recycle/disenrollment depending on the severity of the failure.

8.3.2. Lack of Adaptability (LOA). Inability to adapt to or display the necessary physical, psychological, or personality traits of an Air Force officer, or an OT lacks the personal capacity and inclination, whether natural or acquired, to adapt to military relationships, customs, and responsibilities that have become traditional and necessary in military service. Also includes, but is not limited to, any misconduct which would constitute a basis for discharge under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, or AFI 36-3208, para 3.6.1.7, Prejudicial Conduct, any conduct inconsistent with the OTS honor code; or, demonstration of undesirable character traits. OTS will give strong consideration to initiating administrative discharge action under AFI 36-3208 for any trainee eliminated under this paragraph.

8.3.3. Medical Disqualification under Circumstances Within the Trainee's Control. This occurs when a trainee becomes medically disqualified for commissioning, or for a category of commissioning, due to circumstances within the trainee's control. This action may require an informal or formal Line of Duty determination. Examples include:

8.3.3.1. Alcohol-related injuries.

8.3.3.2. Injuries caused by hazing, fighting, or pranks.

8.4 Administrative Disenrollment. Trainees who fail to meet minimum administrative eligibility standards will be administratively disenrolled. The OTS/CC delegates the preparation and review of a trainee's DD Form 785 and the authority to administratively disenroll a trainee to the 24 TRS/CC, per AFI 36-2012. The following are circumstances in which trainees may be administratively disenrolled:

8.4.1. Initial Ineligibility. A determination the trainee did not meet established eligibility requirements for BOT, IAW AETCI 2002, Chapter 3. The following will result in administrative elimination from BOT:

8.4.1.1. Trainees exceeding weight/body fat requirements.

8.4.1.2. Trainees who failed to disclose/document any mandatory information during the OTS application process.

8.4.1.3. Trainees who fail initial urinalysis testing.

8.4.2. Self-Initiated Elimination. Self-Initiated Elimination (SIE) is disenrollment resulting from a trainee's written request for elimination. If a trainee wishes to withdraw the SIE request, he or she must gain approval from the 24 TRS/CC or designated representative. A trainee is allowed to withdraw their paperwork only once.

8.4.3. Extended Absence/Medical Disqualification. Disenrollment resulting from a trainee's inability to perform required duties because of a personal or medical reason over which the trainee has no control. Typically, a trainee missing more than 3 training days will result in a recycle action. If the trainee anticipates being away for more than 30 days, the trainee must be disenrolled (IAW AFI 36-2013, paragraph 4.14.1.7.). A trainee declared medically disqualified for commissioning by HQ AETC/SG will be disenrolled.

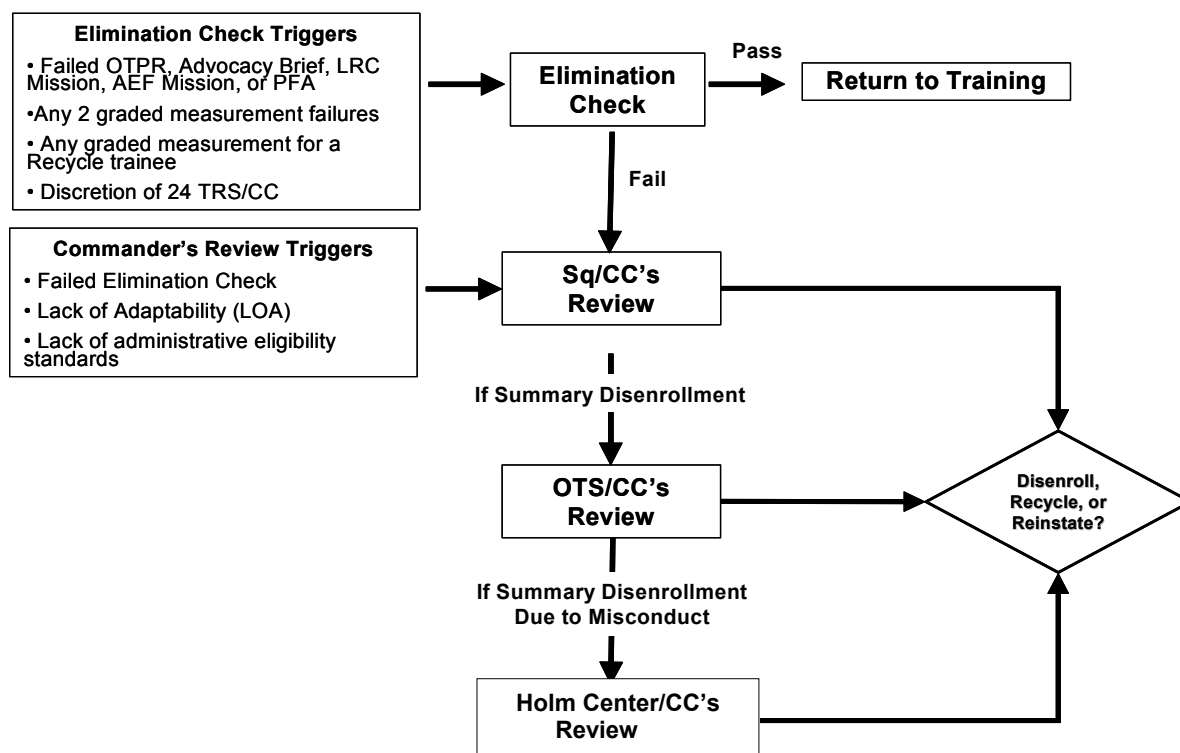
**8.5. Other Cases.** A commander will consult with the chain-of-command and Holm Center/JA before disenrolling a trainee for reasons other than those listed in paragraphs 8.3 and 8.4.

**Table 2.1 Graded Measurement Criteria**

Graded Measurement	Minimum Score	Additional Criteria
CWT#1	80	
CWT#2	80	
CWT#3	80	
Mid Course OTPR	50	Must meet standards in all major areas
Advocacy Briefing	17	Must pass all critical areas (mandatory reqs)
Leadership Reaction Course	38	Must pass all critical areas (mandatory reqs)
AEF Exercise	38	Must pass all critical areas (mandatory reqs)
Physical Fitness Assessment	75	Must meet minimum requirements for each component
End of Course OTPR	50	Must meet standards in all major areas

**8.6. Commander's Review Process:** The following flowchart is a general outline of the CR process. For specific procedures and for administrative disenrollments, refer to applicable AF and OTS OIs.

**Figure 2.1 Commander's Review Process**



## Section D – Graded Measurement Prerequisites

### 1. CWT #1

#### 1.1 Academics

- Profession of Arms
- Group Conflict Management
- Teambuilding
- Department of the Air Force
- Air Force Complaint System
- UCMJ
- Followership
- Motivation
- Problem Solving
- Management Functions and Principles
- Situational Leadership
- War and the American Military
- US Constitution
- Making Strategy
- US Policy
- Leadership Authority and Responsibility
- Airpower: Thru WWI
- Principles of War
- Department of Defense
- The Need for Cross Cultural Competence
- Handling Culture Shock Effectively

### 2. CWT #2

#### 2.1 Academics

- Power & Influence
- Law of Armed Conflict
- Air Force MEO
- Setting the World Stage
- Airpower: End of WWI Thru WWII Part I
- Airpower: End of WWI Thru WWII Part II
- Airpower: Thru the Cold War, Part I
- Airpower: Thru the Cold War, Part II
- Air & Space Functions
- Sexual Harassment Awareness
- Change Management
- EOT Case Studies
- Military Law
- MAJCOMs
- Department of the Army
- Department of the Navy
- Terrorism
- Examining Cultural Domains



### **3. CWT #3**

#### **3.1 Academics**

- Pay, Allowance & Leave
- Airpower: In the Post Cold War
- Joint Operations
- Airpower Today: Global War on Terrorism
- US Marine Corps
- Total Force
- Roles of the President, Congress & the Executive Branch
- Sexual Assault Prevention
- Effective Supervision
- Performance Feedback
- Corrective Supervision
- Counseling Practicum
- Substance Abuse Control Program
- Enlisted Evaluation System
- Officer Evaluation System
- Professional / Unprofessional Relationships

### **4. Advocacy Brief**

#### **4.1 Academics**

- Interpersonal Communications
- T&Q: Military Briefings
- Basics of Briefings
- T&Q: Overview of Military Correspondence
- Advocacy Briefing Prep
- Advocacy Briefing Standards

#### **4.2 Practicum**

- Regional Studies Presentations

### **4. Project X**

#### **4.1 Academics**

- Interpersonal Communications
- Teambuilding
- Conflict Management / Exercise
- Group Conflict Management
- Managing Diversity

### **5. BELPS**

#### **5.1 Academics**

- Problem Solving / Exercise
- Optimal Mast
- Management Functions
- Motivation
- Situational Leadership

#### **5.2 Field Leadership / Training**

- SABC
- Tactical Communication / Exercise

Land Navigation I / Exercise  
Tactical Road March  
Small Unit Tactics Ia and Ib  
Wear of Pro Gear  
SABC Practice

**5.3 Mission**

Project X

**6. LRC**

**6.1 Academics**

Leadership Accountability  
Leadership & Management Case Studies

**6.2 Mission**

Project X  
BELPS

**7. AEF**

**7.1 Field Leadership / Training**

Base Defense I / Exercise  
Base Defense II  
Self Defense – Rifle  
Self Defense - Personal  
Rifle Assault Course  
Individual Bouts  
Small Unit Tactics Ic  
SERE Fundamentals / Exercise  
Blue Thunder Assault Course

**7.2 Mission**

Project X  
BELPS  
LRC

# CHAPTER 3

## ACADEMICS

### **Section A—Academic Overview**

1. Content—This chapter outlines the material to be covered in each academic area of instruction with specific instructional objectives listed. OPR for this chapter is Holm Center/CR with input from 24 TRS/CC and Flight Commanders via the Syllabus Coordination Working Group process described in Holm Center Instruction 36-2301. *To ensure proper version control, this chapter may only be altered by Holm Center/CRD.*
2. Sequence—Academic sequencing will progress in accordance with the flow of the four-phased leadership development approach. Trainees must satisfactorily complete all academic modules prior to the end of the course.
3. Critiques—Trainee critiques will be completed weekly for flight room academic blocks and forwarded to their SS/CC for review. Weekly critiques for auditorium lectures will be forwarded to Holm Center /CR for action. The end-of-course critique (EOC) is forwarded to Holm Center /CR for action. Holm Center/CR reviews the critiques and forwards a package including historical data, current statistics and all trainee comments to Holm Center /CC and OTS/CC. OTS/CC will distribute the EOC throughout OTS as appropriate. The OTS EOC critiques are subject to the Air University Institutional Effectiveness (AUI 36-2312) policy requiring individual schools to identify critique items or trends requiring some type of action. Copies of end-of-course critiques are maintained by OTS/CCV and 24 TRS/DO for tracking of trends.

### **ABBREVIATIONS**

#### Syllabus Areas

AS—Assessments

CS—Communication Skills

ISS—International Security Studies

LS—Leadership Studies

MS—Military Studies

OR—Orientation

PA—Profession of Arms

PR—Preparation

#### Teaching Methods (TM)

B—Briefing

Case—Case Study

C—Coaching

CBT—Computer Based Training

FTV—Flight Room Television

GD—Guided Discussion

GE—Group Exercise

GL—Guest Lecture  
IL—Informal Lecture  
IN—Interview  
L—Lecture  
PE—Practical Exercise  
R—Reading  
SM—Student Managed  
SP—Student Performance  
TV—Television  
VT—Video Tape

## **Section B—Academic Lessons**

### **Communication Studies (CS)**

LESSON TITLE	LOCATION	TM	STUDY HOURS	CLASS HOURS
INTERPERSONAL COMMUNICATION	FLIGHT ROOM	CASE	0.50	1.00
UNDERSTANDING PUBLICATIONS	SM	CBT	0.50	0.00
LISTENING	AUDITORIUM	IL	0.50	1.00
T&Q: MILITARY BRIEFINGS	SM	CBT	0.50	0.00
BASICS OF BRIEFING (Key Event)	AUDITORIUM	IL	1.00	1.00
BRIEFING REQUIREMENTS	FLIGHT ROOM	IL	0.00	1.00
T&Q: OVERVIEW OF MIL CORRESPOND	SM	CBT	0.50	0.00
T&Q: GRAMMAR/Writing MECHANICS	SM	CBT	1.00	0.00
BULLET STATE W/ IMPACT (Key Event)	AUDITORIUM	IL	1.00	1.00
BULLET STATEMENT PRACTICUM	FLIGHT ROOM	PE	0.00	2.00
ADVOCACY BRIEFING PREP (Key Event)	AUDITORIUM	IL	0.00	1.00
ADVOCACY BRIEFING STANDARDS	FLIGHT ROOM	IL	0.00	1.00
ADVOCACY BRIEFING PRACTICE	FLIGHT ROOM	PE	2.00	4.00
ADVO BRF MEASUREMENT (Key Event)	FLIGHT ROOM	PE	7.00	4.00
ADVO BRF FEEDBACK (Key Event)	FLIGHT ROOM	IL	0.00	1.00
ADVOCACY BRIEFING REMAKE	FLIGHT ROOM	PE	1.00	1.00
WING BRIEF-OFF	AUDITORIUM	SP	0.00	1.00
T&Q: 7 STEPS TO EFFECTIVE COMM	SM	CBT	1.00	0.00
T&Q: ELECTRONIC COMMUNICATION	SM	CBT	1.00	0.00
GRAMMAR REFRESHER (1st Weekend)	SM	CBT	4.00	0.00
	TOTAL HOURS		21.50	20.00

### **Military Studies/International Security Studies (MS/ISS)**

LESSON TITLE	LOCATION	TM	STUDY HOURS	CLASS HOURS
WAR & THE AMERICAN MILITARY	AUDITORIUM	IL	1.00	1.00
US CONSTITUTION	SM	R	1.00	0.00
AIRPOWER THRU WWI	AUDITORIUM	IL	1.00	1.00
AIRPOWER: END OF WWI THRU WWII PART I	AUDITORIUM	IL	1.00	1.00
AIRPOWER: END OF WWI THRU WWII PART II	AUDITORIUM	IL	1.00	1.00
AIRPOWER THRU COLD WAR PART I	AUDITORIUM	IL	1.00	1.00
AIRPOWER THRU COLD WAR PART II	AUDITORIUM	IL	1.00	1.00
AIRPOWER IN POST COLD WAR	AUDITORIUM	IL	1.00	1.00
AIRPOWER TODAY: GWOT	AUDITORIUM	IL	1.00	1.00
ROLES PRES, EXEC BRC, CONGRESS, & CIV CTRL OF MIL	AUDITORIUM	R	1.00	0.00
TERRORISM	AUDITORIUM	IL	1.00	2.00

TUSKEGEE AIRMEN	FIELD TRIP	TV/HT	0.00	8.00
MAKING STRATEGY	SM	R	1.00	0.00
US POLICY	SM	R	1.00	0.00
THE NEED FOR CROSS- CULTURAL COMPETENCE	AUDITORIUM	IL	1.00	1.00
HANDLING CULTURE SHOCK EFFECTIVELY	FLIGHT ROOM	IL/GD	1.00	2.00
EXAMING CULTURAL DOMAINS	FLIGHT ROOM	IL/GD	1.00	3.00
SETTING THE WORLD STAGE	AUDITORIUM	IL	1.00	1.00
MIDDLE EAST	AUDITORIUM	IL	1.00	1.00
MIDDLE EAST STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
MIDDLE EAST STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
SOUTH ASIA	AUDITORIUM	IL	1.00	1.00
SOUTH ASIA STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
SOUTH ASIA STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
EAST ASIA	AUDITORIUM	IL	1.00	1.00
EAST ASIA STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
EAST ASIA STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
RUSSIA	AUDITORIUM	IL	1.00	1.00
RUSSIA STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
RUSSIA STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
LATIN AMERICA	AUDITORIUM	IL	1.00	1.00
LATIN AM STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
LATIN AM STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
AFRICA	AUDITORIUM	IL	1.00	1.00
AFRICA STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
AFRICA STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
EUROPE	AUDITORIUM	IL	1.00	1.00
EUROPE STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
EUROPE STUDENT PRESENTATIONS	FLIGHT ROOM	TV/PE/GD	2.00	1.00
CULTURE FEEDBACK	AUDITORIUM	IL	0.00	1.00
	TOTAL HOURS		52.00	47.00

### **Leadership Studies (LS)**

LESSON TITLE	LOCATION	TM	STUDY HOURS	CLASS HOURS
HONOR CODE	FLIGHT ROOM	IL	0.50	1.00
GROUP DYNAMICS	SM	R	1.00	0.00
RELIGIOUS RESPECT	AUDITORIUM	IL	1.00	1.00
MANAGING STRESS	FLIGHT ROOM	IL/GD	1.00	1.00
MANAGING IN DIVERSE WORLD	FLIGHT ROOM	GD/CASE	1.00	2.00
TEAM BUILDING	FLIGHT ROOM	IL/PE	1.00	2.00
INTRODUCTION TO LEADERSHIP	SM	R	1.00	0.00
AIR FORCE LEADERSHIP	AUDITORIUM	IL	1.00	1.00

DISC SELF ASSESSMENT	AUDITORIUM	IL	1.00	1.00
MOTIVATION	AUDITORIUM	IL	1.00	1.00
FOLLOWERSHIP	AUDITORIUM	IL	1.00	1.00
CONFLICT MGT	FLIGHT ROOM	IL/PE	1.00	2.00
AFSO21	SM	R	1.00	0.00
PROBLEM SOLVING	FLIGHT ROOM	IL	1.00	1.00
PROBLEM SOLVING EXERCISE	FLIGHT ROOM	PE	0.00	1.00
MGT FUNCTIONS AND PRINCIPLES	FLIGHT ROOM	IL/GD/CASE	1.00	2.00
SITUATIONAL LEADERSHIP	FLIGHTROOM	IL/CASE	0.00	2.00
PERSONAL & GROUP GOALS	FLIGHT ROOM	IL	0.50	1.00
PEER EVALUATIONS I	FLIGHT ROOM	PE	1.00	1.00
INTRO TO CRITICAL THINKING	SM	R	1.00	0.00
LDShP AUTHORITY & RESPONSIBILITY	FLIGHT ROOM	IL/CASE	2.00	2.00
POWER AND INFLUENCE	FLIGHTROOM	IL/GD/CASE	0.50	2.00
CHANGE MANAGEMENT	FLIGHTROOM	GD/CASE	0.50	2.00
AF MEO	SM	R	0.50	0.00
EOT CASE STUDIES	FLIGHT ROOM	GD/TV	1.00	2.00
SEXUAL HARASSMENT AWARENESS	FLIGHT ROOM	GD/CASE	1.00	1.00
SEXUAL ASSAULT PREVENTION I	AUDITORIUM	IL/CASE	2.00	2.00
EFFECTIVE SUPERVISION	AUDITORIUM	IL	1.00	1.00
CORRECTIVE SUPERVISION AND COUNSELING	FLIGHT ROOM	IL	1.00	1.00
COUNSELING AND PRACTICUM	FLIGHT ROOM	IL/PE	1.00	4.00
PERFORMANCE FEEDBACK	AUDITORIUM	IL	1.00	1.00
ENLISTED EVALUATION SYSTEM	AUDITORIUM	IL	1.00	1.00
OFFICER EVALUATION SYSTEM	AUDITORIUM	IL	1.00	1.00
DEVELOP AIRMEN/COACH, MENTOR	FLIGHT ROOM	IL	1.00	1.00
EVALUATION CONCEPTS	FLIGHT ROOM	IL/PE	1.00	2.00
HOLM CENTER TRAINING MANUAL	AUDITORIUM	IL	1.00	1.00
LEADERSHIP & MANAGEMENT CS	FLIGHT ROOM	CASE	1.50	2.00
JOINT ETHICS REGULATION	AUDITORIUM	IL	0.00	1.00
12 ANGRY MEN: GP DYNAMICS CS	FLIGHT ROOM	GD/CASE	1.00	3.00
SEXUAL ASSAULT PREVENTION II	FLIGHT ROOM	IL/CASE	2.00	2.00
DYNAMIC SUBORDINANCY:CAINE MUTINY	FLIGHT ROOM	GD/CASE	1.00	3.00
LEADERSHIP ACCOUNTABILITY	AUDITORIUM	IL	1.00	1.00
LEADERSHIP ACCOUNTABILITY CASE STUDY: BLACKHAWK SHOOTDOWN	FLIGHT ROOM	CASE	1.00	1.00
PEER EVALUATIONS II	FLIGHT ROOM	PE	1.00	1.00
ENVIRONMENTAL AWARENESS	SM	R	1.00	0.00
OPERATIONAL RISK MGT	SM	R	1.00	0.00
SUPERVISOR'S IN BASKET	FLIGHT ROOM	PE	0.00	4.00
	TOTAL HOURS		44.00	63.00

## **Profession of Arms (PA)**

LESSON TITLE	LOCATION	TM	STUDY HOURS	CLASS HOURS
DRESS & GROOMING STANDARDS I	AUDITORIUM	IL	1.00	1.00
MILITARY CUSTOMS & COURTESIES	AUDITORIUM	IL	1.00	2.00
OTS CC WELCOME/CORE VALUES & THE AF MEMBER	AUDITORIUM	GL	1.00	1.00
PROFESSION OF ARMS	FLIGHT ROOM	IL	1.00	1.00
SUICIDE AWARENESS	AUDITORIUM	GL	1.00	1.00
DEPARTMENT OF THE AIR FORCE	FLIGHT ROOM	IL	1.00	1.00
AF CORE VALUE CASE STUDIES	FLIGHT ROOM	CASE	1.00	1.00
CODE OF CONDUCT/AIRMEN'S CREED	FLIGHT ROOM	IL	1.00	2.00
AIR FORCE COMPLAINT SYSTEM	SM	CBT	1.00	0.00
UCMJ	SM	R	1.00	0.00
MILITARY LAW	AUDITORIUM	GL	1.00	2.00
MILITARY LAW CASE STUDIES	FLIGHT ROOM	CD/CASE	1.00	2.00
PRINCIPLES OF WAR	FLIGHT ROOM	IL	1.00	1.00
INTEGRATED AIR, SPACE, AND CYBERSPACE DOCTRINE	SM	CBT	3.00	0.00
DEPARTMENT OF DEFENSE	SM	R	1.00	0.00
AIR AND SPACE POWER FUNCTIONS	AUDITORIUM	IL	0.00	2.00
DRESS & GROOMING STANDARDS II	AUDITORIUM	IL	1.00	1.00
MAJCOMS	SM	R	1.00	0.00
CIVILIAN PERSONNEL	SM	R	1.00	0.00
TOTAL FORCE	AUDITORIUM	IL	1.00	1.00
DEPARTMENT OF THE ARMY	AUDITORIUM	GL	1.00	1.00
DEPARTMENT OF THE NAVY	AUDITORIUM	GL	1.00	1.00
US MARINE CORPS	AUDITORIUM	GL	1.00	1.00
US COAST GUARD	SM	R	1.00	0.00
JOINT OPERATIONS	AUDITORIUM	IL	1.00	1.00
PAY, ALLOWANCES & LEAVE	AUDITORIUM	IL/GL	2.00	2.00
THE ENLISTED FORCE	AUDITORIUM	GL	2.00	1.00
SUBSTANCE ABUSE CONTROL PGM	SM	CBT	1.00	0.00
PROFESSIONAL/UPR RELATIONSHIPS	AUDITORIUM	GL	2.00	1.00
PROF/UPR RELATIONSHIPS CS	FLIGHT ROOM	GD/CASE	1.00	2.00
LAW OF ARMED CONFLICT	SM	R	1.00	0.00
SECURITY EDUCATION	SM	CBT	1.00	0.00
SNCO PERSPECTIVE	FLIGHT ROOM	R/PANEL	1.00	1.00
OFFICER FORCE DEVELOPMENT	SM	CBT	1.00	0.00
FIRST OFFICER ASSIGNMENT	FLIGHT ROOM	GD	1.00	1.00
AIR & SPACE EXPEDITIONARY FORCE	AUDITORIUM	IL	1.00	1.00
INFORMATION ASSURANCE	AUDITORIUM	IL	1.00	1.00
FINANCIAL BRIEFING	AUDITORIUM	GL	0.00	1.00
ETIQUETTE AND DECORUM	AUDITORIUM	IL	1.00	1.00
OATH OF OFFICE	AUDITORIUM	IL	0.00	1.00
	TOTAL HOURS		42.00	36.00



### **Assessments (AS)**

LESSON TITLE	LOCATION	TM	STUDY HOURS	CLASS HOURS
CULTURAL STUDIES PRE-TEST	SM	CBT	0.00	0.50
CWT #1	AUDITORIUM	SP	2.00	2.50
CWT #1 REVIEW	FLIGHT ROOM	GD	0.00	1.00
CWT #2	AUDITORIUM	SP	2.00	2.50
CWT #2 REVIEW	FLIGHT ROOM	GD	0.00	1.00
CWT #3	AUDITORIUM	SP	2.00	2.50
CWT #3 REVIEW	FLIGHT ROOM	GD	0.00	1.00
CULTURAL STUDIES POST-TEST	SM	CBT	0.00	0.50
COMPREHENSIVE AREA TEST (CAT)*	FLIGHT ROOM	SP	2.00	2.50
* CAT Scheduling coincides with other instruction hours				
	TOTAL HOURS		8.00	14.00

### **Orientation (OR)**

LESSON TITLE	LOCATION	TM	STUDY HOURS	CLASS HOURS
ACADEMIC ORIENTATION	AUDITORIUM	IL	0.00	1.00
EDUCATION BRIEFING	AUDITORIUM	IL	0.00	1.00
LIBRARY BRIEF	AUDITORIUM	IL	0.00	0.50
	TOTAL HOURS		0.00	2.50

### **Preparation (PR)**

LESSON TITLE	LOCATION	TM	STUDY HOURS	CLASS HOURS
APT FOR CWT #1	FLIGHT ROOM	TUTORING	0.00	1.00
APT FOR CWT #2	FLIGHT ROOM	TUTORING	0.00	1.00
APT FOR CWT #3	FLIGHT ROOM	TUTORING	0.00	1.00
COMPREHENSIVE REMEDIAL	FLIGHT ROOM	TUTORING	0.00	1.00
	TOTAL HOURS		0.00	4.00

CR AREAS	STUDY HOURS	CLASS HOURS
CS	21.50	20.00
MS/ISS	52.00	47.00
LS	44.00	63.00
PA	42.00	36.00
AS	8.00	14.00
OR	0.00	2.50
PR	0.00	4.00
TOTAL	167.50	181.50

## **Section C—Academic Lesson Descriptions**

### **Communication Studies (CS)**

**Lesson Title:** Interpersonal Communication Case Study

**Lesson Objective:** Comprehend how Interpersonal Communication influences mission accomplishment.

**Description:** The lesson begins with a brief introduction of what is meant by the term interpersonal communication which sets the stage for viewing a video clip from “Star Trek, The Next Generation.” After the clip on interpersonal communications, the instructor leads trainees through a guided discussion about the characters, the communication process and mission accomplishment.

**Lesson Title:** Understanding Publications

**Lesson Objective:** Know the purpose of the Air Force Publication System.

**Description:** Trainees will be introduced to the Air Force Publication System in accordance with *AFI 33-360V, Publications Management Program*. After becoming familiar with the purpose, origin, and criteria for publications, the trainees will learn about the various categories of publications and how changes are made to the publications.

**Lesson Title:** Listening

**Lesson Objective:** Comprehend that effective listening and the role of diversity positively affects mission accomplishment.

**Description:** This lesson introduces trainees to effective listening skills by explaining the difference between hearing and listening, the 10 most common listening problems, and the relationship between listening and interpersonal communication.

**Lesson Title:** T&Q: Military Briefings

**Lesson Objective:** Apply T&Q guidance to develop and deliver a professional military briefing.

**Description:** Trainees will review guidance in the *Tongue and Quill (AFH 33-337)* for preparing an effective military briefing. Trainees are provided a personal copy of the Tongue and Quill and are encouraged to be familiar with the contents and apply its guidance.

**Lesson Title:** Basics of Briefing

**Lesson Objective:** Apply T&Q guidance to develop and deliver a professional military briefing.

**Description:** This lesson is designed to give trainees a game plan for preparing a military briefing. The lecture covers preparing the briefing, effective planning, organizing, and implementing. Special emphasis is placed on the basics of delivery, emphasizing appearance, voice, eye contact, gestures, and movement.

**Lesson Title:** Briefing Requirements

**Lesson Objective:** Comprehend the requirements for the cultural awareness briefs.

**Description:** This lesson allows the FC to explain the requirements and standards for student cultural awareness briefings. In addition, the instructor will review specific rules and feedback procedures for cultural awareness briefs. The instructors will emphasize individual areas of importance as outlined on the Briefing Grade Sheet. Trainees are then instructed in the preparation and use of a talking paper. Instructors assign topics for the cultural awareness briefs. Finally, the instructor will hold a question and answer session.

**Lesson Title:** T&Q: Overview of Military Correspondence

**Lesson Objective:** Comprehend the functions and formats for Air Force written correspondence.

**Description:** Trainees will review types of formats for writing Air Force correspondence. *The Tongue and Quill (AFH 33-337)* provides excellent guidance in this area, including examples. Trainees are provided a personal copy of the Tongue and Quill and are encouraged to be familiar with the contents and apply its guidance.

**Lesson Title:** T&Q: Grammar & Writing Mechanics

**Lesson Objective:** Comprehend the impact correct grammar and punctuation usage has on effective writing and speaking.

**Description:** Trainees will review basic grammar and writing mechanic guidelines. *The Tongue and Quill (AFH 33-337)* provides excellent guidance in this area to assist with military writing. Trainees are provided a personal copy of the Tongue and Quill and are encouraged to be familiar with the contents and apply its guidance.

**Lesson Title:** Bullet Statements with Impact

**Lesson Objective:** Comprehend the importance of writing effective bullet statements in IAW the T&Q.

**Description:** This lesson gives the trainees an introduction to military style writing, specifically writing accomplishment - impact bullet statements. This class is interrelated with LS-3K, Bullet Statement Practicum lesson. The instructor will describe how to write a good bullet, basic formatting rules, and the two elements to a good bullet.

**Lesson Title:** Bullet Statement Practicum

**Lesson Objective:** Apply guidelines from “Bullet Statements with Impact” to draft effective bullet statements.

**Description:** During this class the instructor will lead the students through a practicum of writing and evaluating proper and improper bullet statements.

**Lesson Title:** Advocacy Briefing Prep

**Lesson Objective:** Comprehend that the effective use of the advocacy briefing technique results in influencing the listeners.

**Description:** This lesson explains the standards and requirements for advocacy briefs. The pro, con, plus 1 and the problem-solution presentation patterns are reviewed.

**Lesson Title:** Advocacy Briefing Standards

**Lesson Objective:** Comprehend that effective preparation for an advocacy briefing results in a more convincing argument.

**Description:** This lesson allows the FC to explain the requirements and standards for student Advocacy briefings.

**Lesson Title:** Advocacy Briefing Practice

**Lesson Objective:** Apply the concepts of a military briefing.

**Description:** The goal of the Advocacy Briefing is to present a problem/issue and lay out several solutions followed by a proposed course of action. Trainees present a 5-9 minute briefing on a military issue using the Course of Action (Problem/Solution) pattern.

**Lesson Title:** Advocacy Briefing Measurement

**Lesson Objective:** Apply the concepts of a military briefing.

**Description:** The goal of the Advocacy Briefing is to present a problem/issue and lay out several solutions followed by a proposed course of action. Trainees present a 5-9 minute briefing on a military issue using the Course of Action (Problem/Solution) pattern.

**Lesson Title:** Advocacy Briefing Feedback

**Lesson Objective:** Comprehend the elements of an effective advocacy briefing.

**Description:** The instructor presents trainees with their grade sheets from the Advocacy Briefing Measurement. The class starts by giving general feedback on trend items noticed during the briefings. Then, the instructor counsels individual trainees on their performance.

**Lesson Title:** Advocacy Brief Remake

**Lesson Objective:** Apply the concepts of a military briefing.

**Description:** Trainee will present their advocacy briefing again.

**Lesson Title:** Wing Brief-Off

**Lesson Objective:** Apply the concepts of a military briefing.

**Description:** A select group of trainees participate in the Wing Brief-Off to determine the best briefer in the OT Wing.

**Lesson Title:** T&Q: 7 Steps to Effective Communication

**Lesson Objective:** Comprehend effective writing in the Air Force using *The Tongue & Quill*, AFH 33-37, 1 Aug 04.

**Description:** Trainees will review seven steps to Effective Communication in the *Tongue and Quill* (AFH 33-337). The seven steps include the following: 1) Analyzing Purpose and Audience, 2) Researching Your Topic, 3) Supporting Your Ideas, 4) Organizing and Outlining Your Thoughts, 5) Writing Your Draft, 6) Editing Your Draft, and 7) Fighting for Feedback and Getting Approval. Trainees are provided a personal copy of the *Tongue and Quill* and are encouraged to be familiar with the contents and apply its guidance.

**Lesson Title:** T&Q: Electronic Communication

**Lesson Objective:** Know basic procedures and responsibilities for professional use of email, voice mail, and telephone systems IAW AFI 33-119, Official Messaging

**Description:** This lesson introduces official and authorized use of electronic modes of communication. The topics include e-mail and voice mail protocols, prohibited areas of government communication systems, answering machine use, and telephone use.

**Lesson Title:** Grammar Refresher

**Lesson Objective:** Comprehend the impact correct grammar and punctuation usage has on effective writing and speaking.

**Description:** This modeling and simulation gaming program evaluates student grammar skills and then directs the student to the appropriate remedial training if needed.

### **Military Studies/International Security Studies (MS/ISS)**

**Lesson Title:** War and the American Military

**Lesson Objective:** Know the basic characteristics of war.

**Description:** The lesson defines war and the objectives of war. The three levels at which war is planned and executed and how we organize for war is discussed. Air Force Doctrine Document 1, *Air Force Basic Doctrine* (AFDD1), Chapter 1 is the basis for this discussion.

**Lesson Title:** The US Constitution

**Lesson Objective:** Know the developmental documents, key ideas, and distinct features of the US Constitution.

**Description:** We swear to support and defend the Constitution when we give our oath during commissioning and as we increase in rank. It is our responsibility to know and understand our Constitution so we can defend it. The beginning of this lesson addresses the purpose and some of the philosophy behind the Constitution. The second part of the lesson breaks down some of the different elements of the Constitution for further comprehension.

**Lesson Title:** Airpower through WWI

**Lesson Objective:** Know the importance of air and space power, the components that help describe it, and the significance of it through the end of WWI.

**Description:** The first portion is designed to give the trainees a very basic understanding of the terms being used throughout the history course, beginning with the definition of air and space power and doctrine in basic terms. The trainees will also be introduced to the CFD Model that will be used throughout the course. The model will help the trainee focus and track the development of air and space power throughout the last century by examining the capabilities, functions, and doctrinal emphasis of the US Air Force. The second portion of this lesson is designed to provide the trainees information and an appreciation for the early development of flight and provide a fast moving review of Airpower in WWI. This portion begins with the Wright Brothers' first successful heavier-than-air flight at Kitty Hawk, North Carolina. The lesson will then demonstrate the early uses of the airplane as a military weapon starting with the hostilities leading up to WWI and give the trainees an appreciation for the beliefs and ideas of the early airpower theorists. We also introduce the trainee to the concept of strategic bombing

and provide examples of where the combatants used strategic bombing during WWI and the success of this approach to aerial warfare. The lesson then briefly examines the ideas espoused by early airpower advocates such as Douhet. Finally, the trainees learn how the information presented in the lecture fits into the CFD model.

**Lesson Title:** Airpower: End of WWI through WWII

**Lesson Objective:** Know the significance of airpower from the end of WWI through the end of WWII.

**Description:** This lesson, which is subdivided into four parts, focuses on the development and personalities that contributed to the history of the United States Air Force between the end of World War I and the end of World War II. In part one of the lesson emphases is placed on the efforts and beliefs of General Billy Mitchell, the Airman most influential during the interwar years and the Airman who contributed significantly to the quest for the Air Force's independence. Part two of the lesson moves on to familiarize the trainees with the significance and contributions of the Air Corps Tactical School in the development of Air Force doctrine to be employed during World War II. The lesson also briefly describes the significance of the Army Reorganization Act of 1920, the Air Corps Act of 1926, and the establishment of the General Headquarters Air Force in 1935. In the use of airpower during the Second World War, the emphasis is on how we employed forces and the doctrine used throughout WWII. We begin this section with a discussion of how the United States planned to use airpower at the start of WWII. During this part of the lesson, emphasis will be on the bombing concept and the target list described in AWPD-1. Shifting to the use of airpower in the European Theater, the trainees learn that the allied nations designed a specific strategy for conducting WWII, which called for offensive action against Germany first and a defensive posture in the Pacific until Germany was defeated. The discussion then turns to the use of airpower in the North African campaign where the most valuable lesson was the employment of airpower in tactical situations. The second hour focuses on the strategic bombing campaigns against Germany, then move onto the use of airpower in the Pacific Theater. This section begins by describing the allied strategy to defeat Japan. The lesson describes how the airplane was primarily used as a tactical weapon—interdiction, air superiority, and close air support—since few strategic targets existed. The lecture concludes by briefly describing the strategic bombing of Hiroshima and Nagasaki in August of 1945. Finally, the trainees learn how the information presented in the lecture fits into CFD model.

**Lesson Title:** Airpower through the Cold War, Part I

**Lesson Objective:** Know the impact that airpower and other key events played on the USAF and US policy during the Cold War.

**Description:** The lecture begins with a review of the circumstances leading up to the Berlin Airlift. Overall, the trainees must gain an understanding for the magnitude of the Berlin Airlift and the diplomatic significance of this event. The lesson looks at the accomplishments of General Curtis LeMay and his impact on the Air Force through his leadership as Commander, Strategic Air Command. Next, the lesson will turn toward an overview of events in the Korean Conflict and the impact of airpower. The lesson continues with the development of SAC and a review of ballistic missile development. The trainees will gain an understanding for the magnitude of the Korean Conflict and its contributions to the development of airpower, as well

as the ongoing Cold War and its resulting build up of nuclear weapons. Finally, the trainees learn how the information presented in the lecture fits into CFD model.

**Lesson Title:** Airpower through the Cold War, Part II

**Lesson Objective:** Know the impact that airpower and other key events played on the USAF and US policy during the Cold War.

**Description:** This lecture is designed to give the trainee knowledge of the major events of the Vietnam Conflict such as the Gulf of Tonkin incident, Tet, graduated response strategy, Vietnamization and the fall of South Vietnam. The instruction on Vietnam is designed to show the trainees how airpower was used over South and North Vietnam, especially highlighting Rolling Thunder, Linebacker I, and Linebacker II. The trainees should walk away from this lesson with three things—knowledge of the major events that occurred, knowledge of how airpower was employed effectively, and sometimes not so effectively, and knowledge of the lessons learned. The lecture concludes by covering the military operations that took place during the 80s: Grenada, Libya, and Panama. Finally, the trainees learn how the information presented in the lecture fits into CFD model.

**Lesson Title:** Airpower in the Post Cold War

**Lesson Objective:** Know the key events of the Post Cold War Era and the impact of air and space power on the missions of that era.

**Description:** This lesson focuses on the United States military involvement in the Post Cold War; it begins with Operation DESERT SHIELD and ends in the former Republic of Yugoslavia. The first part of the lesson explains the historical perspective of Operation DESERT STORM and then briefly focuses on the theories of Colonel Warden and how they evolved into one of the most successful air campaigns in US History. The trainees must gain an understanding of the magnitude of the Gulf War and the significant impact airpower had on our victory. The lecture will continue in the Iraqi region and give the trainees an understanding of lessons learned in Operation DESERT STORM. The final hour of the block will shift focus to the military involvement in the former Republic of Yugoslavia. The objective is for each trainee to understand the involvement of airpower in the multiple conflicts in the Balkans. The lesson will examine the events in the region, in Bosnia and Kosovo that resulted in military action. It will also show how the military response was directed through the NATO alliance and involved the interaction of 19 different countries. In Kosovo, the Allied response centered almost solely on airpower. Finally, the trainees learn how the information presented in the lecture fits into CFD model.

**Lesson Title:** Air and Space Power Today: The Global War on Terrorism

**Lesson Objective:** Know the background causes for the Global War on Terror (GWOT) as well as the importance of lessons learned from Operations ENDURING FREEDOM, IRAQI FREEDOM and the GWOT.

**Description:** The objective is for each trainee to know the major uses of air and space power, and emerging lessons learned from Operations ENDURING FREEDOM, IRAQI FREEDOM, and the overall Global War on Terror. This lesson reminds the trainees of their responsibility as Air Force officers to know the major issues in these conflicts because of the likelihood they will serve in the broad and continuing war on terrorism and in defending the US homeland. The final part of the lesson looks at some specific USAF lessons learned from the GWOT and the USAF

response to those lessons, CONOPS. The closure ends the lesson by stating that these operations will be studied and analyzed for years to come and that changes to Air Force doctrine will be implemented in time, as the outcomes of these operations are more fully understood. Finally, the trainees learn how the information presented in the lecture fits into CFD model.

**Lesson Title:** Roles of the President, the Executive Branch, Congress, and Civilian Control of the Military

**Lesson Objective:** Know the roles of the President, the Executive Branch, Congress, and Civilian Control of the Military.

**Description:** This lesson is designed as a 1-hour informal lecture on the role of the President, the Executive Branch and Congress, and civilian control of the military.

**Lesson Title:** Terrorism

**Lesson Objective:** Know the impact of terrorism on US national policy.

**Description:** The lecture motivates the trainees by reminding them of President Bush's challenge to other nations concerning their position on terrorism, and reminds the trainees of the historical trend of military members as terrorist targets. The instructor first provides a quick historical review of terrorism that should lead into a discussion of the definition of terrorism. After this, the lesson explains the terrorist threat by looking at the main characteristics generally shared by terrorists, the objectives a terrorist group might try to achieve, and the tactics typically employed to achieve those objectives. Next, the instructor addresses the effect terrorism has had on US national and military policy, to include a brief look at how we employ force protection measures to help fill the gaps that counter/anti-terrorism can't cover. Finally, the lesson briefly looks to the target planning cycle of terrorism and possible future trends of terrorism.

**Lesson Title:** Tuskegee Airmen

**Lesson Objective:** Comprehend the challenges and the accomplishments of the Tuskegee Airmen.

**Description:** This event is designed to introduce the students to the significant historical role played by the famed Tuskegee Airmen.

**Lesson Title:** Making Strategy

**Lesson Objective:** Know the basic process of formulating a national strategy.

**Description:** This lesson provides a basic model on how countries create and implement national policies and strategies. National interests and objectives determine how countries will use their instruments of power. The lesson briefly covers some of the factors a country must consider when determining its policies and strategies.

**Lesson Title:** US Policy

**Lesson Objective:** Know the basic concepts of the US Foreign Policy Process.

**Description:** This lesson focuses on the different participants in the US foreign policy process. Special emphasis is given to the executive branch of government. The President, Department of State, and the National Security Council are all considered vital actors. The lesson also covers the legislative checks against presidential authority. The lesson concludes by briefly covering public opinion and the important impact it will have on our entire political system.



**Lesson Title:** The Need for Cross-Cultural Competence

**Lesson Objective:** Comprehend that a foundational knowledge of culture-general ideas and principles leads to success when dealing with other cultures.

**Description:** This lecture lays the foundation for the entire cross cultural competence program by illustrating the underlying need for cultural competence.

**Lesson Title:** Handling Culture Shock Effectively

**Lesson Objective:** Comprehend that effective negotiation and conflict resolution skills can help overcome the negative impact of culture shock on an officer's ability to lead.

**Description:** This seminar will lead the trainees through a discussion of dealing with culture shock.

**Lesson Title:** Examining Cultural Domains

**Lesson Objective:** Comprehend that developing an understanding of a variety of cultural domains will improve an officer's ability to function in the cross-cultural environment.

**Description:** This seminar will lead the trainees through a discussion of the need to understand different cultural domains in order to effectively function and accomplish the mission.

**Lesson Title:** Cultural Testing Feedback

**Lesson Objective:** Know the results of the cross-cultural competence (3C) pre- and post-test.

**Description:** This academic hour is reserved for interpretation of the aggregate results of the Intercultural Development Inventory (IDI) administered before the curriculum began and after completion of the 3C curriculum. The resulting class profile will be delivered by an IDI qualified administrator who will also explain the results and answer student questions.

**Lesson Title:** Setting the World Stage

**Lesson Objective:** Know the threats that the United States must confront in the international arena.

**Description:** This lesson serves as an introductory lesson for regional studies and emphasizes the importance of being aware of the threats in the world and how the Air Force needs to be ready to deal with them. The overview outlines the two overarching themes of the lesson: transnational issues and religious and ethnic factors. The first part of the lesson focuses on transnational issues, with particular emphasis placed on the emerging trend of globalization and the challenges it presents. The final part of the lesson deals with religious and ethnic conflicts. The section on religious factors focuses on the connection between religion and conflict, specifically the Shia-Sunni conflict. The section on ethnic factors focuses on ethnic cleansing and the host of criminal offenses covered by the broad term "ethnic cleansing." The summary presents some key points for the trainees to consider as they further explore their role as military professionals.

**Lesson Title:** Middle East

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of Middle Eastern culture, politics, and economics and US interests in the region.

**Description:** The lesson is used as an introduction to the region. This lesson starts with a video overview of the region. The video will play a significant role in establishing a baseline knowledge of the region. The discussion then leads to culture and religion where trainees will

begin to understand the peoples of the Middle East. The discussion then leads into the economic and social issues of the Middle East. Then discussions lead into the politics and government while explaining some of the reasons the Middle East is important to the world, using current events to bring out the lesson points.

**Lesson Title:** Middle East Trainee Presentations/Guided Discussion

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of Middle Eastern culture, politics, and economics and US interests in the region.

**Description:** Trainee briefings and guided discussion.

**Lesson Title:** South Asia

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of South Asian culture, politics, and economics and US interests in the region.

**Description:** The lesson is used as an introduction to the region. This lesson starts with a video overview of the region. The video will play a significant role in establishing baseline knowledge of the region. The discussion then leads to culture and religion where trainees attempt to understand the peoples of South Asia. Next, the lesson gets into the various economic and social issues of South Asia. This should instill into the trainees the difficulties of an extremely dense population. Then the lesson will discuss politics and government while explaining some of the reasons South Asia is important to the world.

**Lesson Title:** South Asia Trainee Presentations/Guided Discussion

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of South Asian culture, politics, and economics and US interests in the region.

**Description:** Trainee briefings and guided discussion.

**Lesson Title:** East Asia

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of East Asian culture, politics, and economics and US interests in the region.

**Description:** The lesson is used as an introduction to the region. This lesson starts with a video overview of the region. The video will play a significant role in establishing baseline knowledge of the region. The discussion then leads to culture and religion where the trainees attempt to understand the peoples of East Asia. Then the lecture moves into the social, human rights and environmental issues affecting East Asia today.

**Lesson Title:** East Asia Trainee Presentations/Guided Discussion

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of East Asian culture, politics, and economics and US interests in the region.

**Description:** Trainee briefings and guided discussion.

**Lesson Title:** Russia and the Former Soviet Republics

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of Russian and Former Soviet Republic culture, politics, and economics and US interests in the region.

**Description:** The lesson is used as an introduction to the region. This lesson starts with a video overview of the region. The video will play a significant role in establishing baseline knowledge

of the region. The discussion then leads to culture and religion where the trainees attempt to understand the peoples of Russia and the Former Soviet Republics. Next, the lecture gets into the various economic and social issues of Russia and the Former Soviet Republics. This should instill into the trainees the difficulties of an extremely dense population. The lecture then covers politics and government while explaining some of the reasons Russia is important to the United States, using current events to bring out the lesson points.

**Lesson Title:** Russia Trainee Presentations/Guided Discussion

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of Russian culture, politics, and economics and US interests in the region.

**Description:** Trainee briefings and guided discussion.

**Lesson Title:** Latin America

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of Latin American culture, politics, and economics and US interests in the region.

**Description:** The lesson is used as an introduction to the region. This lesson starts with a video overview of the region. The video will play a significant role in establishing baseline knowledge of the region. The discussion then leads to culture and religion where the trainees attempt to understand more about the peoples of Latin America. Next, the lecture covers the various economic and social issues of Latin America. Then the lesson will discuss politics and government while explaining some of the reasons Latin America is important to America.

**Lesson Title:** Latin America Trainee Presentations/Guided Discussion

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of Latin American culture, politics, and economics and US interests in the region.

**Description:** Trainee briefings and guided discussion.

**Lesson Title:** Africa

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of African culture, politics, and economics and US interests in the region.

**Description:** The lesson is used as an introduction to the region. This lesson starts with a video overview of the region. The video will play a significant role in establishing baseline knowledge of the region. The discussion then leads to culture and religion where the trainees attempt to understand the peoples of Africa. Then the lecture gets into the economic and social issues of Africa. This should instill into the trainees how desperate the African situation is. Then the lecture will discuss the politics and government while explaining some of the reasons Africa is important to the world.

**Lesson Title:** Africa Trainee Presentations/Guided Discussion

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of African culture, politics, and economics and US interests in the region.

**Description:** Trainee briefings and guided discussion.

**Lesson Title:** Europe

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of European culture, politics, and economics and US interests in the region.

**Description:** The lesson is used as an introduction to the region. This lesson starts with a video overview of the region. The video will play a significant role in establishing baseline knowledge of the region. The discussion then leads to culture and religion where we attempt to understand the peoples of Europe. Next are the economic and social issues of Europe. This should instill into the trainees how evolutionary the events surrounding the European Union truly are. Then the lecture will discuss politics and government while explaining some of the reasons Europe is important to the world.

**Lesson Title:** Europe Trainee Presentations/Guided Discussion

**Lesson Objective:** Comprehend the importance of Air Force officers understanding various aspects of European culture, politics, and economics and US interests in the region.

**Description:** Trainee briefings and guided discussion.

### **Leadership Studies (LS)**

**Lesson Title:** The Honor Code

**Lesson Objective:** Comprehend the principles of the OTS Honor Code.

**Description:** The instructor will present a short overview of the OTS Honor Code by reviewing the main points from OTSOI 36-5, The Honor Code (about 20 minutes). During the last portion of the lesson, students review cases and discuss whether or not an Honor Code or regulation violation has occurred (about 30 minutes). Each case presents a different slant on the Honor Code. The essential teaching point is that Honor Code violations are different from regulation violations; recognizing "which-is-which" is extremely important. The instructor should tie the Air Force Core Values of "Integrity First," "Service Before Self" and "Excellence in All We Do" into the lesson where appropriate.

**Lesson Title:** Group Dynamics

**Lesson Objective:** Comprehend the concepts of group dynamics.

**Description:** In this reading assignment, the students are introduced to the concept of group dynamics and the guided discussion. The reading focuses on group interactions and characteristics, and the responsibilities of each individual. This will prepare the students for continued interaction and guided discussions throughout their training.

**Lesson Title:** Religious Respect

**Lesson Objective:** Know the importance of religious respect.

**Description:** This informal lecture is designed to familiarize the class with the Air Force's policies and guidelines concerning free exercise of religion and the exercise of non-belief of religion.

**Lesson Title:** Managing Stress

**Lesson Objective:** Comprehend the importance of improving the management of stress.

**Description:** This lesson presents an introduction to stress management that applies to students' campus life as well as in the military. The lesson will start by defining stress. The lesson then briefly analyzes how managers tend to react to stress, how the elements of stress cause reactions such as alarm, resistance and exhaustion, and how people exert defense mechanisms to stress-related situations. Significant time is devoted to discussing the differences and benefits of effective vs. efficient time management.

**Lesson Title:** Managing in a Diverse World

**Lesson Objective:** Comprehend the importance of managing diversity.

**Description:** This lesson presents an introduction to diversity in the military. The lesson will start by defining the term "Managing Diversity." The lesson then moves into describing the breadth of diversity in our culture. Based on this current cultural climate and historical context, the lesson describes why it is that the Air Force must manage diversity. The lesson moves on to address the benefits and potential issues associated with a diverse workforce, and some of the obstacles a diverse workforce can encounter.

**Lesson Title:** Team Building

**Lesson Objective:** Comprehend the concept of effective team building.

**Description:** This lesson lays the foundation for understanding how teams are formed and work together. This lesson continues the series on group dynamics by introducing the four stages of group growth. It starts by defining the various stages, then showing what feelings, behaviors, and expectations are encountered by members at each stage.

**Lesson Title:** Introduction to Leadership

**Lesson Objective:** Comprehend the importance of leadership in the operation and success of any organization.

**Description:** This reading assignment takes a basic look at leadership. The definition of leadership is explored along with the relationship between leadership and management. The lesson concludes with by explaining the interaction framework of the leader, follower, and situations.

**Lesson Title:** Air Force Leadership

**Lesson Objective:** Comprehend the principles of Air Force Leadership.

**Description:** This lesson is designed to help future leaders comprehend the concept of leadership. The lesson examines the principles of leadership, the leadership competencies of the Air Force, and how the Air Force core values tie into leadership.

**Lesson Title:** Self-Assessment: DiSC

**Lesson Objective:** Comprehend the DiSC human behavior model.

**Description:** This lesson explores the behavioral dimensions of Dominance, Influencing, Steadiness, and Conscientiousness that make up the model. DiSC is a model of human behavior that helps people understand their behavioral tendencies and the tendencies of people around them. This lesson help leaders understand how to best communicate with others and assign individuals to teams and tasks.

**Lesson Title:** Motivation

**Lesson Objective:** Comprehend the concepts of the major motivation theories.

**Description:** This auditorium lesson helps trainees understand the concept of motivating subordinates by looking at three motivation theories and gives them some guidelines to use when motivating subordinates. The reading goes into more detail on creating a proper environment for motivation.

**Lesson Title:** Followership

**Lesson Objective:** Comprehend the traits and characteristics of the effective follower.

**Description:** This auditorium lesson examines the nature of effective followership. It begins by examining the Model of Follower Behavior and how to identify situations where followers are less than effective. It then clarifies what effective follower behavior means and ties in the core values. This lesson is designed to reinforce that to be good leaders; trainees should also be good followers.

**Lesson Title:** Conflict Management

**Lesson Objective:** Comprehend the principles and concepts of conflict management.

**Description:** This lesson looks at an analysis of the nature of conflict within groups, including methods of managing conflict and situational considerations. With a background provided by the lecture and discussions, students will be able to apply some useful techniques to the Bomb Shelter exercise that lasts approximately 30 minutes. The exercise is designed to show that by approaching a conflict situation in a logical and constructive manner, the problem can usually be solved amicably.

**Lesson Title:** Air Force Smart Operations for the 21st Century (AFSO21)

**Lesson Objective:** Comprehend the Air Force Smart Operations for the 21st Century (AFSO 21).

**Description:** This reader provides students with a foundational understanding of AFSO21. Students learn the basics of identifying processes designed to improve existing organizational conditions and processes. Methods of improving organizational processes, implementing solutions, and measuring the impact of changes are also covered.

**Lesson Title:** Problem Solving

**Lesson Objective:** Comprehend the eight-step problem solving process.

**Description:** This lesson provides practical understanding of the Eight-Step OODA (Observe, Orient, Decide, Act) Loop Problem solving Cycle. The four steps of the OODA loop are broken down and mapped to the AFSO21 Eight-Step Problem Solving Process.

**Lesson Title:** Problem Solving Exercise

**Lesson Objective:** Apply the eight-step problem-solving process to a problem scenario.

**Description:** This lesson allows the students to use the Problem Solving Process to solve a new problem. At the completion of the exercise, student groups describe how they approached each step of the Problem Solving Process.

**Lesson Title:** Management Functions and Principles

**Lesson Objective:** Comprehend management processes and principles.

**Description:** This flight room lesson sequentially teaches the five functions of management. These concepts are reaffirmed during later lessons and in the trainees' field campaigns and exercises like the Leadership Reaction Course and Vigilant Warrior.

**Lesson Title:** Situational Leadership

**Lesson Objective:** Comprehend the concept of situational leadership.

**Description:** This lesson examines the situational leadership model in which the most appropriate leader behavior is based on follower maturity or development. The lesson begins by examining the two types of leader behavior (task and relationship). After this, the lesson examines the variables that impact the leader in different situations. The lesson then progresses to Hersey and Blanchard's Situational Leadership Model I and describes the two key aspects necessary to evaluate follower development levels: ability and willingness. An exercise closes out the lesson where students can apply Situational leadership to scenarios.

**Lesson Title:** Personal and Group Goals

**Lesson Objective:** Review and revise your personal and flight goals.

**Description:** In this lesson the instructor returns the personal and group goals to the flight. Each trainee reviews the goals and their progress toward those goals. The flight also reviews its accomplishments and determines if they match the flight's goals. The instructor encourages the flight and flight members to refocus or change their goals, if appropriate.

**Lesson Title:** Peer Evaluations I

**Lesson Objective:** Apply appropriate feedback techniques to evaluate your peers' performance.

**Description:** This lesson has a dual purpose. First, it gives the student a chance to apply the rating process by rating their peers. Second, it shows the importance of evaluations as a means of self-improvement. All instructions for students to complete the peer evaluations are included in the study guide. Instructors should conduct feedback sessions with individual students regarding the information resulting from the peer evaluations.

**Lesson Title:** Introduction to Critical Thinking

**Lesson Objective:** Comprehend how to think critically and its importance for Air Force leaders.

**Description:** In this reading assignment we introduce the trainee to the definition of critical thinking. It is more than the retention of information or possession or use of a set of skills. It is actually utilizing a set of skills and the habit based on intellectual commitment of using those skills to guide our behavior. We then provide a historical background for critical thinking. After this we examine the universal intellectual standards, which should be applied to thinking whenever one is trying to improve the quality of reasoning about a problem, issue, or situation. These universal standards are: clarity, accuracy, and relevance. Next, we examine some of the more common traps or fallacies we may fall into if our reasoning is not sound. Finally, we examine the guidelines the trainees should use in developing their reasoning skills.

**Lesson Title:** Leadership Authority & Responsibility

**Lesson Objective:** Comprehend the concepts of leadership authority and responsibility.

**Description:** This flight room lesson begins with a lecture on the basic concepts and definitions, which will assist an officer in the correct execution of authority. It describes where an officer's authority comes from and how to distinguish legal from moral authority. The lesson also covers case studies from the reading regarding the proper application of military authority. The second half of the lesson involves case studies, which deal with the basic concepts of leadership responsibilities to the mission, higher headquarters, collateral units, unit welfare, individuals, yourself, and the civilian community (including media relations). Trainees discuss how to handle the situations and the appropriateness of their decisions based on the application of military responsibility.

**Lesson Title:** Power and Influence

**Lesson Objective:** Comprehend the way a leaders and followers use power and influence to accomplish tasks.

**Description:** This lesson is designed to introduce the trainees to the concept of power and how it affects the leadership process. While we usually think of power belonging to the leader, it is actually a function of the leader, the followers, and the situation. We begin by examining the use of power not only by the leader but also by the follower. We then review a taxonomy of social power. The researchers French and Raven identified five sources of power. We look at each one of these sources of power individually. They are: expert power, referent power, legitimate power, reward power, and coercive power.

**Lesson Title:** Change Management

**Lesson Objective:** Comprehend the principles and concepts of change management.

**Description:** This lesson considers the complex and challenging area of change management, an area frequently faced by leaders in military organizations. It incorporates the important factors that must be considered to successfully implement an organizational change, in a change management model.

**Lesson Title:** Air Force Military Equal Opportunity

**Lesson Objective:** Know the role of the Air Force Military Equal Opportunity Program.

**Description:** This reading assignment describes the mission of Military Equal Opportunity. The reading identifies the components of Military Equal Opportunity, the three key services, and key functions of Military Equal Opportunity.

**Lesson Title:** Equal Opportunity and Treatment Case Studies

**Lesson Objective:** Know how prejudice and discrimination impact the Air Force.

**Description:** This class begins with a film on prejudice. The film helps the trainees honestly face the distressing elements of prejudice by offering perspectives on its causes and suggesting possible remedies. After the film, the trainees participate in a short guided discussion on the effects of discrimination and prejudice in the Air Force, and what they can do as officers to prevent them. The second portion of the class covers case studies. The cases used involve complaints by minority group members. This lesson develops an awareness of some of the typical problems supervisors may encounter in the equal opportunity and treatment arena.



**Lesson Title:** Sexual Harassment Awareness

**Lesson Objective:** Comprehend the concepts and consequences of sexual harassment.

**Description:** This lesson takes an in-depth look at the DOD definition of sexual harassment and the Air Force policies that relate to sexual harassment. The lesson divides sexual harassment into several key areas: commander/supervisory responsibility, forms of sexual harassment, effects of sexual harassment on the mission, relief from sexual harassment, and penalties associated with sexual harassment.

**Lesson Title:** Sexual Assault Prevention I

**Lesson Objective:** Comprehend how to prevent and respond to sexual assault.

**Description:** This lesson is designed to familiarize the class with the concept of sexual assault. The lesson explains the elements of sexual assault which are “sexual contact” and “without consent.” The lesson also explores behaviors that lead to being a victim or behaviors of a sexual assault perpetrator. The lesson also examines assertive behaviors that can minimize the risk of sexual assault, and the actions a victim can take to report a sexual assault. The lesson concludes with the responsibilities of the supervisor in sexual assault crimes.

**Lesson Title:** Effective Supervision

**Lesson Objective:** Comprehend the concept of effective supervision.

**Description:** This auditorium lesson focuses on leadership accountability and helps trainees realize the responsibilities inherent in officership. It also addresses guidelines for effective supervision, delegation techniques, and time management tips including organizing and goal setting.

**Lesson Title:** Corrective Supervision and Counseling

**Lesson Objective:** Comprehend the principles of corrective supervision.

**Description:** This flight room lesson begins with lecture on the steps of discipline and how to discipline effectively. Next, the trainees discuss a series of case studies designed to give them an opportunity to apply corrective supervision techniques. These cases bring out the characteristics of effective discipline, focusing on performance—not personality, agreeing on a solution, and following up on results.

**Lesson Title:** Counseling and Practicum

**Lesson Objective:** Apply appropriate counseling techniques while conducting a counseling interview.

**Description:** This lesson first introduces three methods of counseling (directive, nondirective, and eclectic) and the trainees learn about counseling traits. This flight room lesson gives the trainees the opportunity to apply counseling techniques in role play situations.

**Lesson Title:** Performance Feedback

**Lesson Objective:** Know key elements of the Air Force Feedback System.

**Description:** This auditorium lesson focuses on the feedback process as well as the requirements for feedback sessions and for completing the PFW on all Air Force members.

**Lesson Title:** Enlisted Evaluation System

**Lesson Objective:** Know elements of the Enlisted Evaluation System.

**Description:** This auditorium class focuses on the components of the EES. The trainees will learn the requirements for EPRs and how EPRs tie into the career progression of the enlisted force. The lesson will also cover the four different methods of enlisted promotion.

**Lesson Title:** Officer Evaluation System (OES)

**Lesson Objective:** Know elements of the Air Force Officer Evaluation System.

**Description:** This auditorium class is an overview of the OES to include a review of the feedback process, the OPR, and promotion system.

**Lesson Title:** Developing Airmen through Mentoring and Coaching

**Lesson Objective:** Comprehend the concept of Air Force mentoring.

**Description:** The lesson introduces the trainees to the importance of coaching and mentoring to effective leadership. The lecture examines the Air Force Mentoring program, focusing on the responsibilities of the mentor and mentee. This lesson also explores the key topics covered in a mentoring relationship to include: Professional Military Education, assignments, promotions, decorations, etc.

**Lesson Title:** Evaluation Concepts

**Lesson Objective:** Comprehend evaluation concepts' impact on subordinate development..

**Description:** This lesson introduces the students to the fundamentals of evaluation and reporting. The discussion revolves around setting effective standards, pitfalls of evaluation, and formal and informal reporting.

**Lesson Title:** Holm Center Training Manual

**Lesson Objective:** Comprehend the Holm Center training philosophy as it relates to expectations, skills, feedback, the importance of consequences, and growth.

**Description:** This lesson reinforces trainees' understanding of the Holm Center Training Philosophy as it relates to expectations, skills, feedback, and the importance of consequences, particularly as related to officership. Members of the upper class are now applying what they have learned as lower class members.

**Lesson Title:** Leadership and Management Case Studies

**Lesson Objective:** Apply leadership and management theories and principles to a case study.

**Description:** This flight room lesson gives the trainees the opportunity to apply what they've learned throughout the course to case studies in leadership and management.

**Lesson Title:** Joint Ethics Regulation

**Lesson Objective:** Summarize violations of DOD Directive 5500.7-R, *Joint Ethics Regulation*, in the Air Force environment.

**Description:** This is the mandatory one-hour lesson for initial ethics training. The lesson must be conducted by a certified ethics official, which the JAG school provides. This lesson gives a basic introduction to DOD Directive 5500.7-R, *Joint Ethics Regulation*, gives a general overview of the 12 chapters in the regulation and covers some of the special rules that trainees need to

know. There are several examples of DOD Directive 5500.7-R violations in the Study Guide trainees may want to discuss.

**Lesson Title:** 12 Angry Men: Group Dynamics

**Lesson Objective:** Comprehend the proper role of group dynamics in the organization.

**Description:** This lesson expounds on the principles of group dynamics during stressful situations by analyzing the movie “12 Angry Men.”

**Lesson Title:** Sexual Assault Prevention II

**Lesson Objective:** Comprehend the problem of sexual assault and the impact it can have on the individual, the unit, and the Air Force.

**Description:** This course is a component of a larger educational initiative to prevent sexual assault from happening in the Air Force and to ensure appropriate response when it does happen. As an Airman moves on from initial training, he or she will begin to gain liberties, opening up the possibility for assault to occur. The primary goals of this course are to: reinforce the fundamentals associated with sexual assault that were taught in Accessions 1 (USAF definitions, policies, roles descriptions), provide specific behavioral content so that Airmen may avoid potentially harmful behaviors, offer communication strategies for positive gender relations, help Airmen to understand why people may play certain negative roles, and encourage Airmen to exhibit leadership skills in order to prevent and effectively respond to sexual assault

**Lesson Title:** "The Caine Mutiny"—A Study in Dynamic Subordinancy

**Lesson Objective:** Comprehend the concept of Dynamic Subordinancy and the proper role of dissent in a military organization.

**Description:** This lesson is designed to be used with the movie “The Caine Mutiny.” The video shows a variety of complex ethical problems affecting both leaders and followers. The video does provide good discussion for superior/subordinate relationships and the idea of dissent in the military. This lesson consists of three one-hour sessions. The first segment begins with a discussion of dynamic subordinancy. Next, the instructor discusses the three ways of looking at the followership role. The instructor explains why subordinates must be concerned with the job itself, their relationship with the boss, and taking responsibility for their own actions or lack of action. During the third section, the instructor discusses the ten rules of followership, and conducts a short guided discussion to further illustrate how these rules are used effectively or ineffectively.

**Lesson Title:** Leadership Accountability

**Lesson Objective:** Comprehend principles of leadership accountability.

**Description:** Trainees are reminded of the accountability their commission carries and how that impacts their everyday actions. Trainees will realize their role as leaders will be scrutinized in every aspect, and their commitment to the Air Force goes beyond just wearing a uniform.

**Lesson Title:** Leadership Accountability Case Study: Blackhawk Shootdown

**Lesson Objective:** Apply the concept of accountability to a case study.

**Description:** This lesson is taught in the flight room and covers a well known case, “The Black Hawk Shootdown,” and also presents Gen Fogleman’s video transcript addressing accountability. The focus of the lesson is on an officer’s responsibility to the Air Force’s Core

Values and on the fact that they are accountable for their actions or lack of. Also, their actions must encompass the legal and moral authority that they are entrusted with.

**Lesson Title:** Peer Evaluations II

**Lesson Objective:** Apply appropriate feedback techniques to evaluate your peers' performance.

**Description:** This is the second lesson involving peer evaluations. Like the first one, it has a dual purpose. First, it gives the student a chance to apply the rating process by rating peers. Second, it shows the importance of evaluations as a means of self-improvement. Most importantly, it indicates changes in student performance since the first peer evaluation was conducted.

**Lesson Title:** Environmental Awareness

**Lesson Objective:** Know the environmental issues facing all Air Force personnel.

**Description:** This reading assignment highlights several environmental issues Air Force officers must deal with throughout their careers. The lesson explains the Air Force policy on environmental issues as well as possible punishments for violation of those policies.

**Lesson Title:** Operational Risk Management

**Lesson Objective:** Know the significant elements of Operational Risk Management (ORM).

**Description:** This reading assignment introduces the trainees to Operational Risk Management and provides trainees with a basic understanding of the six-step process. The lesson uses articles to discuss the importance of ORM and give examples of on- and off-duty use of ORM.

**Lesson Title:** Supervisor's "In Basket"

**Lesson Objective:** Apply management functions and principles, problem solving, supervisory, and delegation skills in completing the daily duties of a new Air Force Officer.

**Description:** The trainees are divided into small groups. The intent of the lesson is to provide the trainees with an understanding of the role of an Air Force Officer as a supervisor. Specific experiences in individual decision making and problem solving are included. Trainees must discover the interrelationships of various activities. Trainees learn that leadership and administrative problems do not have a single answer.

**Profession of Arms (PA)**

**Lesson Title:** AF Dress and Appearance I

**Lesson Objective:** Know, Demonstrate, and apply proper Air Force dress and personal/appearance standards.

**Description:** This lesson is designed to give trainees the basic knowledge required to maintain proper dress and personal appearance standards in accordance with AFI 36-2903. The lesson will begin with the standards of appearance for both males and females. The lesson will then move into personal grooming standards for males (e.g. hair, beards, etc), then personal grooming standards for females (e.g. hair, earrings, etc). The lesson then moves into how to wear the Airmen Battle Uniform (ABU) and authorized items on the ABUs. Last, the lesson discusses accessories that may and may not be worn with the ABUs. In addition, this lesson gives the trainees the knowledge of how to wear the ABU and occasions when wear of the ABU is

inappropriate. The trainees will be evaluated on the content of this lesson in their day-to-day activities by FCs and MTIs.

**Lesson Title:** Military Customs & Courtesies

**Lesson Objective:** Know the fundamental customs and courtesies practiced in the Air Force.

**Description:** The lesson includes the definitions of Customs and Courtesies, Air Force enlisted and all services officer rank insignias (pay grades), when to render courtesies, general courtesies and reporting procedures for the Air Force and OTS. The lesson is set up this way so that the trainees first understand what customs and courtesies are, how to recognize when to render courtesies, some general courtesies to abide by, and the proper procedures for Air Force and OTS reporting. You will need to rely on your experience, knowledge and expertise as you teach this lesson. This class gives the trainees an introduction to customs and courtesies. The trainees are evaluated on the content of this lesson in their day-to-day activities by FCs and MTIs.

**Lesson Title:** OTS CC Welcome/Core Values and the Air Force member

**Lesson Objective:** Comprehend the importance of Core Values to Air Force members.

**Description:** This lesson, taught by the OTS Commander, is the first of two lessons on the Air Force Core Values. It leads the trainee on the journey to gain insight into these specific values via basic definitions and the impact of Core Values on the Air Force member's personal and professional life.

**Lesson Title:** Profession of Arms

**Lesson Objective:** Comprehend the professional attributes and qualities of the Air Force Officer.

**Description:** This lesson uses Huntington's model to present the military as a profession. It looks at the responsibilities the military has to the United States. It also addresses why the trainees joined the military, what motivated them, and what will be expected of them.

**Lesson Title:** Suicide Awareness

**Lesson Objective:** Comprehend key factors in the Air Force Suicide Awareness and Prevention Program.

**Description:** This class informs the trainees about the warning signs of suicide among subordinates. The class helps the trainees recognize the warning signs and take appropriate action to prevent suicides.

**Lesson Title:** Department of the Air Force

**Lesson Objective:** Know how the Air Force is organized and how it prepares for war.

**Description:** The trainees will learn the functions of the Secretary of the Air Force and the Air Force Chief of Staff as well as the functions and organization of the Major Commands, Numbered Air Forces, Wing, Group, and Squadron. The lesson also familiarizes the trainees with Air Force components.

**Lesson Title:** Air Force Core Values Case Studies

**Lesson Objective:** Apply the Air Force Core Values to a case study.

**Description:** This lesson is the capstone to the Core Values which has occurred throughout the entire program. It culminates by having the trainees discuss seven case studies and explore the various aspects of Core Values in each case.

**Lesson Title:** Airman's Creed/Code of Conduct

**Lesson Objective:** Comprehend the Principles of the Airman's Creed and the Code of Conduct.

**Description:** The overall intent of this class is to make a connection in the trainee's heart and minds about the spirit of warrior ethos exhibited throughout history and the expectations for the future. Trainees will learn the value of the Airman's Creed and applicability to their own Profession of Arms. The lesson will also reaffirm the Core Values and will require trainees to think about ownership of the concepts of honor and integrity of an Air Force Officer and the responsibility that comes with it. This will ensure all trainees know the formal standards of behavior expected of them as officers.

**Lesson Title:** Air Force Complaint & Fraud, Waste, and Abuse Programs

**Lesson Objective:** Know the Air Force Complaint Programs.

**Description:** This reading gives the trainees general information on Air Force complaint programs. The reading focuses on the purpose and policies of complaint programs, notably the Inspector General (IG) complaint and Fraud, Waste, and Abuse (FWA) program, and the responsibilities of commanders and complainants. The Air Force IDEA Program is introduced as a way one can effect change.

**Lesson Title:** UCMJ

**Lesson Objective:** Know selected articles of the UCMJ and rights of the accused.

**Description:** This read only lesson is an introduction to the military justice system. The lesson focuses on 4 articles of the UCMJ (articles 2, 7, 15, and 31). These articles identify who is subject to the UCMJ, the authority afforded commanders, and the rights of an accused person. The reading is an introduction to the military law class.

**Lesson Title:** Military Law

**Lesson Objectives:** Know the basic elements of the military justice system and the elements of the DOD policy on homosexual conduct.

**Description:** This class is an overview of the UCMJ as well as the military justice system. The lesson, taught by an instructor at the Judge Advocate General (JAG) school, defines the need for a separate military justice system. The trainees also learn the difference between the Uniform Code of Military Justice (UCMJ) and the Manual for Courts Martial (MCM). This class also explains DOD policy on homosexual conduct.

**Lesson Title:** Military Law Case Studies

**Lesson Objective:** Comprehend an officer's responsibility in military justice situations.

**Description:** This lesson uses case studies to tie together information from the military law readings and lectures. During this period the trainees will apply the concepts learned to "real life" situations.

**Lesson Title:** Principles of War

**Lesson Objective:** Know how the Principles of War and Tenets of Air and Space Power contribute to warfare.

**Description:** The lesson defines each principle of war and provides a brief description of its critical attributes from a warfighting perspective. The second part of the class is a video demonstrating the airman's perspective on the principles of war.

**Lesson Title:** Integrated Air, Space, And Cyberspace Doctrine

**Lesson Objective:** Comprehend that doctrine provides basic guidance for day-to-day military operations.

**Description:** This CBT allows the students to explore USAF doctrine from a historical perspective.

**Lesson Title:** Department of Defense

**Lesson Objective:** Know the critical organizations and personnel in the Department of Defense.

**Description:** This reading identifies the role of the President and Secretary of Defense and describes the function of the Joint Chiefs of Staff. The lesson then defines Unified and Specified commands and gives their main purpose.

**Lesson Title:** Air and Space Functions

**Lesson Objective:** Know the different levels of Air and Space Doctrine and each Air and Space Power function.

**Description:** This lesson uses AFDD1 as the framework to discuss the functions of counterair, counterspace, counterland (interdiction and close air support), countersea, strategic attack, counterinformation, and command/control (C2). This lesson includes the framework to discuss the functions of airlift, aerial refueling, special operations employment, spacelift, intelligence, surveillance, reconnaissance, combat search and rescue, navigation/positioning, and weather services.

**Lesson Title:** Dress & Grooming II

**Lesson Objective:** Know, demonstrate, and apply proper Air Force dress and personal/appearance standards.

**Description:** This lesson is designed to give the trainees the basic knowledge required to wear the service and service dress uniform. The lesson starts off with general instructions concerning the service and service dress uniform. The lesson then talks about the service uniform to include what the uniform consist of (e.g., shirt, slacks or skirt, footwear, and hat). The lesson then goes into the proper accouterments both mandatory and optional. The lesson will then move into the service dress uniform and talk about items authorized on the service coat. Lastly the lesson will cover the wear of outer-garments with both uniforms. This lesson is designed to give the trainees the basic knowledge required to maintain proper dress and personal appearance standards in accordance with AFI 36-2903. The trainees will be evaluated on the content of this lesson in their day-to-day activities by FCs and MTIs.

**Lesson Title:** MAJCOMS

**Lesson Objective:** Know the mission of Air Combat Command, Air Mobility Command, Air Force Space Command, Air Education and Training Command, Air Forces Special Operations Command, Air Force Reserve Command, Air Force Materiel Command, Pacific Air Forces, and United States Air Forces in Europe.

**Description:** This lesson provides an in-depth look at how Air Education and Training Command, Air Forces Special Operations Command, Air Force Materiel Command, Pacific Air Forces, and United States Air Forces in Europe are organized, and how they execute their missions. The lesson covers numbered air forces, reasons for its structure, and major responsibilities. This lesson provides an in-depth look at how Air Combat Command is organized and how it executes its mission. The lesson covers numbered air forces, reasons for its structure, and major responsibilities. Major responsibilities include support to theater commanders, nuclear deterrence, and develop theater air warfare tactics and doctrine.

**Lesson Title:** Civilian Personnel

**Lesson Objective:** Know the Air Force civilian personnel system.

**Description:** This reading gives the trainee a brief overview of the Air Force civilian personnel system. The reading includes an explanation of why the AF employs civilians as well as an explanation of the civilian pay system. The reading also clarifies the issue of military grades versus civilian grades.

**Lesson Title:** Total Force

**Lesson Objective:** Know how the Air Force Reserve and Air National Guard contribute to our Total Force Policy.

**Description:** This lesson defines Total Force and gives a brief history of the policy. The reserves are broken down into categories and then the chain of command for the ANG and AFR are discussed. Finally, the trainees see the impact of the ANG and AFR by looking at specific percentages of crews and aircraft they provide to the active component.

**Lesson Title:** Department of the Army

**Lesson Objective:** Know the basic organization and mission of the Department of the Army.

**Description:** This lesson provides a brief overview of how the Army is organized and how it contributes to our national defense. The lesson covers the major Army elements, organization, and the capabilities of the Army's combat maneuver divisions.

**Lesson Title:** Department of the Navy

**Lesson Objective:** Know the basic organization and mission of the Department of the Navy.

**Description:** This lesson provides a brief overview of how the Navy is organized and how it contributes to our national defense. The lesson covers the organization and size of the Navy. It also highlights some of the unique capabilities of naval forces, including sealift, aircraft carriers, and submarines.

**Lesson Title:** The Marine Corps

**Lesson Objective:** Know the basic organization and mission of the Marine Corps.

**Description:** This lesson provides a brief overview of how the Marine Corps is organized and how it contributes to our national defense. The lesson covers the Marine Corps' concept



“Marine Air Ground Task Force” (MAGTF) and how their warfighting concept is centered on this concept.

**Lesson Title:** US Coast Guard

**Lesson Objective:** Know the core roles of the United States Coast Guard (USCG) ....

**Description:** In this reading assignment students will learn the five roles of the coast guard, their unique chain of command, and their four national defense missions....

**Lesson Title:** Joint Operations

**Lesson Objective:** Know the concept of joint operations.

**Description:** The lesson defines joint operations per Joint Pub 1 and discusses how doctrine strengthens our war-fighting capabilities. An outline of the joint chain of command is given from the President to the individual services. Examples are given to show how joint warfare strengthens our overall effectiveness.

**Lesson Title:** Pay, Allowances, and Leave

**Lesson Objective:** Know the significant elements of Air Force pay, allowances, and leave.

**Description:** This auditorium lesson is an introduction to Air Force pay, allowances, and leave. The class breaks down the information found in each section of the Leave and Earning Statement (LES) one section at a time. Through this process the trainees learn the different types of entitlements, deductions, allotments, leaves, and how leave is accrued and used. The second portion of the class covers travel allowances and entitlements.

**Lesson Title:** The Enlisted Force

**Lesson Objective:** Know the significant accomplishments, contributions and purpose of the enlisted force.

**Description:** This lesson consists of approximately 2 hours of outside reading. The reading covers significant accomplishments made by enlisted personnel since the Army Aeronautical Division was formally created in 1907 up to our current most powerful Air and Space Force in the world. The reading also covers the enlisted force structure and level of responsibility for each enlisted rank. The reading is supplemented with an additional hour of lecture from a guest speaker from the base. This speaker should be a SNCO who is well versed on enlisted history and accomplishments. The speaker will also discuss the enlisted force structure highlighting the responsibilities for each enlisted rank.

**Lesson Title:** Substance Abuse Control Program

**Lesson Objective:** Know the Air Force substance abuse control program.

**Description:** This CBT covers some of the signs of substance abuse a supervisor can look for, as well as the methods used by the Air Force to identify substance abusers. The CBT also addresses the Air Force's Alcohol and Drug Abuse Prevention and Treatment (ADAPT) program.

**Lesson Title:** Professional and Unprofessional Relationships (UPRs)

**Lesson Objective:** Comprehend that the negative impact of unprofessional relationships (UPRs) require officers to inherently accept the responsibility for promoting and maintaining professional relationships.

**Description:** This lesson explains the Air Force policy on Professional and UPRs, the responsibility of officers to avoid UPRs, and the punishments associated with UPRs. The lecture will describe the four types of UPRs; civilian/military, officer/officer, enlisted/enlisted, and officer/enlisted (fraternization). The class will also define fraternization and the five elements of fraternization as described in the Manual for Courts Martial (MCM).

**Lesson Title:** Professional and Unprofessional Relationship Case Studies

**Lesson Objective:** Comprehend the consequences of Professional and Unprofessional relationships.

**Description:** This class reinforces the information taught in the Professional/UPR class. The trainees are given cases describing possible UPRs. The trainees must determine if an UPR exists and what action should be taken to correct the situation. The instructor facilitates the discussion and interjects relevant information to help the trainees arrive at sound corrective decisions.

**Lesson Title:** Law of Armed Conflict

**Lesson Objective:** Know how the Law of Armed Conflict (LOAC) affects the parties in war.

**Description:** The lesson provides a historical background for the modern law of armed conflict. It covers the modern laws coming from The Hague Conventions and the Geneva Conventions. The lesson also covers what a military officer's professional responsibility is when a violation of the law of armed conflict occurs. Finally, the lesson covers what types of actions states may take in attempting to enforce the law of armed conflict.

**Lesson Title:** Security Education

**Lesson Objective:** Know the importance of Air Force Security.

**Description:** This reading provides the trainees with a basic understanding of the Air Force's various security programs. The reading also discusses the trainee's role in security of Air Force interests.

**Lesson Title:** Senior NCO's Perspectives

**Lesson Objective:** Comprehend appropriate professional relations between officer and enlisted personnel.

**Description:** This lesson ties in, reinforces, and gives an overall perspective to the trainees of the professional relationship between officers and enlisted personnel. It brings together various concepts from readings and classes into actual expectations of day-to-day life as an officer. The guest lecturers will be Senior NCOs including Chief Master Sergeants where possible, who will talk on areas of their choosing, but suggested topics will cover officer qualities, professional relations, and expectations of the enlisted force regarding officers.

**Lesson Title:** Officer Force Development

**Lesson Objective:** Know how an officer manages professional development.

**Description:** This lesson is designed to prepare your trainees for what's in store for them as officers. They need to be aware that their progression in the military is not solely dependent upon how well they excel in one particular area. As time moves on in their career, they will be expected to be well versed in many areas. This reading will introduce them to some of the various aspects they'll encounter during their Air Force lives, such as promotions, promotion boards, the assignment system, and professional military education to name a few.

**Lesson Title:** Your First Officer Assignment

**Lesson Objective:** Know what to expect at your initial assignment.

**Description:** This lesson is designed to prepare the trainees for their first assignment. The class discusses travel arrangements and billeting, as well as what to expect when reporting to a new duty station and meeting your supervisor for the first time. The lesson closes with a discussion of base services and facilities available to military members and their families.

**Lesson Title:** Air & Space Expeditionary Force

**Lesson Objective:** Know the AEF concept and the AEF structure.

**Description:** This lesson is on the Expeditionary Air Force/Air Expeditionary Force. The objective of this lesson is for each trainee to know the characteristics, advantages, and structure of an EAF/AEF.

**Lesson Title:** Information Assurance, Computer Security, and Information Operations

**Lesson Objective:** Know the fundamental characteristics of Information Assurance, Computer Security, and Information Operations.

**Description:** The objective of the lesson is for the trainees to know the fundamentals of information awareness and computer security and respond to the importance of protecting information systems. It challenges the trainee to take an active role maintaining computer system security. The lecture builds on the reading materials and provides practical examples of people who have used information for their personal gain and to the detriment of our country. Some of the examples are controversial and are intended to provide an opportunity for discussion. The movie “Solar Sunrise” is 18 minutes long and is intended to show trainees that this threat is real to the Air Force and that the consequences of lax security and authentication procedures can be far reaching and ultimately cause mission failure.

**Lesson Title:** Financial Briefing

**Lesson Objective:** Know some key factors about financial planning.

**Description:** This is a guest lecture presentation on Basic Personal Financial Management Planning. Trainees are told how they can start planning for the future. A variety of topics like goal setting, credit, and short and long term investments are discussed.

**Lesson Title:** Etiquette and Decorum

**Lesson Objective:** Know proper procedures for military social events.

**Description:** The lesson is intended to educate officers about correct behavior, dress, and decorum. It is also designed to familiarize the trainee with the more common matters of protocol and etiquette at social events while on active duty. The trainees will learn how to conduct themselves both on a formal and informal basis when attending social events. The trainee will understand that their behavior and ability to interact socially is important to them as an Air Force officer.

**Lesson Title:** Oath of Office and Commissioning

**Lesson Objective:** Know the meaning of the Oath of Office and Commissioning.

**Description:** This lesson is designed to educate and motivate officers about the oath of office and their commissions. The lesson takes a line by line look at the oath of office and the responsibilities that go along with being a commissioned officer.

### **Assessments (AS)**

**Lesson Title:** Cultural Studies Pre-test

**Lesson Objective:** None

**Description:** This test is designed to evaluate students' knowledge of and openness to different cultures.

**Lesson Title:** Consolidated Written Test I

**Lesson Objective:** None

**Description:** CWT #1 covers all academic material presented.

**Lesson Title:** Consolidated Written Test I Review

**Lesson Objective:** None

**Description:** In class review of CWT #1.

**Lesson Title:** Consolidated Written Test II

**Lesson Objective:** None

**Description:** CWT #2 covers all academic material presented after CWT #1.

**Lesson Title:** Consolidated Written Test II Review

**Lesson Objective:** None

**Description:** In class review of CWT #2.

**Lesson Title:** Consolidated Written Test III

**Lesson Objective:** None

**Description:** CWT #3 covers all academic material presented after CWT #2.

**Lesson Title:** Consolidated Written Test III Review

**Lesson Objective:** None

**Description:** In class review of CWT #3.

**Lesson Title:** Cultural Studies Post-test

**Lesson Objective:** None

**Description:** This test is designed to evaluate students' knowledge of and openness to different cultures.

**Lesson Title:** Comprehensive Written Test

**Lesson Objective:** None

**Description:** Comprehensive test for trainees who fail to achieve 80% average on CWTs.

### **Orientation (OR)**

**Lesson Title:** Academic Orientation

**Lesson Objective:** Comprehend the academic program at OTS.

**Description:** Introduce trainees to USAF educational practices to include levels of learning, study habits, and test taking tips.

**Lesson Title:** Education Briefing

**Lesson Objective:** Comprehend USAF educational programs.

**Description:** Describes the educational programs available to USAF officers.

**Lesson Title:** Library Brief

**Lesson Objective:** Know AU library resources.

**Description:** Introduces trainees to the AU library and the resources available to support the OTS Briefing Program.

### **Preparation (PR)**

**Lesson Title:** Academic Preparation

**Lesson Objective:** None

**Description:** Trainee time to prepare for CWT #1 and seek assistance from CAMs and FC.

**Lesson Title:** Academic Preparation

**Lesson Objective:** None

**Description:** Trainee time to prepare for CWT #2 and seek assistance from CAMs and FC.

**Lesson Title:** Academic Preparation

**Lesson Objective:** None

**Description:** Trainee time to prepare for CWT #3 and seek assistance from CAMs and FC.

**Lesson Title:** Academic Preparation

**Lesson Objective:** None

**Description:** Trainee time to prepare for comprehensive area test and seek assistance from CAMs and FC.

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# CHAPTER 4

## TRAINING

### Section A -- Training Overview

1. **Content** -- This chapter outlines the material to be covered in each training area of instruction. Specific instructional objectives are also listed. OPR for this chapter is 24 TRS/CC with input from Holm Center/CR.
2. **Sequence** -- Training sequencing will progress in accordance with the flow of the course's four-phased leadership development philosophy. All training will be completed prior to the end of the course.

### ABBREVIATIONS

#### **Syllabus Areas**

AFCP--Air Force Combatives Program  
AD--Administration  
CT--Air Force Culture  
DR--Drill and Ceremonies  
FC--Formal Counseling  
FL--Field Leadership  
FT--Field Training  
PT--Physical Readiness Training  
SMT--Scheduled Military Training

#### **Teaching Methods (TM)**

B--Briefing  
Case--Case Study  
C--Coaching  
CBT--Computer Based Training  
DP--Demonstration Performance  
FTV--Flight Room Television  
GD--Guided Discussion  
GL--Guest Lecture  
IL--Informal Lecture  
IN--Interview  
L--Lecture  
PE--Practical Exercise  
R--Reading  
SP--Student Performance  
TV--Television

## Section B --Training Events

DRILL AND CEREMONIES (DR)					
AREA	EVENT	LOCATION	TM	STUDY HOURS	CLASS HOURS
DR	DORM INSTRUCTION (KEY EVENT)	DORM	IL	0.00	2.00
DR	DRILL BLOCK I (KEY EVENT)	DRILL PAD	PE	0.00	2.00
DR	MTI DORM INSPECTION (KEY EVENT)	DORM	PE	0.00	3.00
DR	DRILL BLOCK II (KEY EVENT)	DRILL PAD	PE	0.00	2.00
DR	DRILL BLOCK III (KEY EVENT)	DRILL PAD	PE	0.00	2.00
DR	DRILL BLOCK IV (KEY EVENT)	DRILL PAD	PE	0.00	2.00
DR	CEREMONIAL DRILL	DRILL PAD	PE	0.00	2.00
DR	PARADE PRACTICE #1	DRILL PAD	PE	0.00	2.00
DR	PARADE PRACTICE #2	DRILL PAD	PE	0.00	2.00
DR	PARADE PRACTICE #3	DRILL PAD	PE	0.00	2.00
DR	PARADE PRACTICE #4	DRILL PAD	PE	0.00	2.00
DR	PARADE SUPPORT	DRILL PAD	PE	0.00	1.00
DR	MTI EXPECTATIONS	AUDITORIUM	IL	0.00	1.00
DR	SABER TRAINING	DRILL PAD	PE	0.00	2.00
DR	KEY PERSONNEL TRAINING	DRILL PAD	PE	0.00	2.00
DR	DRILL COMPETITION PRACTICE	DRILL PAD	PE	0.00	2.00
DR	DRILL COMPETITION	DRILL PAD	PE	0.00	2.00
DR	PARADE PRACTICE #5	DRILL PAD	PE	0.00	2.00
DR	PARADE PRACTICE #6	DRILL PAD	PE	0.00	2.00
DR	PARADE PRACTICE #7	DRILL PAD	PE	0.00	2.00
DR	PARADE PRACTICE #8	DRILL PAD	PE	0.00	2.00
DR	PARADE (KEY EVENT)	DRILL PAD	PE	0.00	1.00
		TOTAL HOURS		0.00	42.00

FIELD LEADERSHIP (FL)					
AREA	EVENT	LOCATION	TM	STUDY HOURS	CLASS HOURS
FL	CONFIDENCE COURSE (KEY EVENT)	FIELD	PE	0.00	3.00
FL	PROJECT X (KEY EVENT)	FIELD	PE	0.00	4.00



FL	OPTIMAL MAST	FLIGHT ROOM	PE	0.00	2.00
FL	BELPS (KEY EVENT)	FIELD	PE	0.00	24.00
FL	M-9 QUALIFICATION (KEY EVENT)	FIELD	PE	0.00	18.00
FL	FLICKERBALL OPS PLANNING I	FLIGHT ROOM	PE	0.00	1.00
FL	FLICKERBALL OPERATION I	FIELD	PE	0.00	3.00
FL	FLICKERBALL OPS PLANNING II	FLIGHT ROOM	PE	0.00	1.00
FL	FLICKERBALL OPS II	FIELD	PE	0.00	3.00
FL	ROPES COURSE (KEY EVENT)	FIELD	PE	0.00	4.00
FL	LRC (KEY EVENT)	FIELD	PE	0.00	21.50
FL	AEF EXERCISE (KEY EVENT)	FIELD	PE	0.00	32.00
		TOTAL HOURS		0.00	116.50

ADMINISTRATION (AD)					
AREA	EVENT	LOCATION	TM	STUDY HOURS	CLASS HOURS
AD	ARRIVAL DAY BARBER SHOP	VARIOUS	N/A	0.00	8.00
AD	MEDICAL IN-PROCESSING	AUDITORIUM	N/A	0.00	4.00
AD	PERSONNEL INPROCESSING I (KEY EVENT)	FLIGHT ROOM	N/A	0.00	4.00
AD	CLOTHING SALES UNIFORM PURCHASE	AAFES	N/A	0.00	5.00
AD	FINANCE INPROCESSING (KEY EVENT)	AUDITORIUM	N/A	0.00	2.00
AD	OTS SAFETY ORIENTATION (KEY EVENT)	AUDITORIUM	N/A	0.00	1.00
AD	PERSONNEL INPROCESSING II (KEY EVENT)	FLIGHT ROOM	N/A	0.00	2.00
AD	OPERATIONS CONTROL CENTER TRAINING	OCC	N/A	0.00	1.00
AD	IMMUNIZATIONS (KEY EVENT)	AUDITORIUM	N/A	0.00	2.00
AD	ASSIGNMENT PREFERENCE BRF (KEY EVENT)	AUDITORIUM	N/A	0.00	1.00
AD	LOWER CLASS ID CARD	VARIOUS	N/A	0.00	6.00
AD	SQUADRON BOARDS	FLIGHT ROOM	N/A	0.00	1.00
AD	WING BOARDS	FLIGHT ROOM	N/A	0.00	1.00
AD	24TRS/CC MIDCOURSE FEEDBACK	AUDITORIUM	N/A	0.00	1.00
AD	DD FORM 214 BRIEFING	AUDITORIUM	N/A	0.00	1.00
AD	LOWER CLASS IN PROCESSING PLAN	VARIOUS	N/A	0.00	1.00
AD	LOWER CLASS IN PROCESSING	VARIOUS	N/A	0.00	18.00
AD	WINGS DATA INPUT	VARIOUS	N/A	0.00	3.00

AD	2LT ID CARDS	BLDG 1487	N/A	0.00	6.00
AD	SMOOTH MOVE	AUDITORIUM	N/A	0.00	2.00
AD	ASSIGNMENT BRIEFING (KEY EVENT)	AUDITORIUM	N/A	0.00	1.00
AD	TMO/SATO (KEY EVENT)	AUDITORIUM	N/A	0.00	2.00
AD	FLIGHT PHOTOS (KEY EVENT)	AUDITORIUM	N/A	0.00	2.00
AD	EURO-NATO JOINT JET PILOT BOARD	OTS CONF RM	N/A	0.00	3.00
AD	DEFENSE LANGUAGE APTITUDE BATTERY	FLIGHT ROOM	N/A	0.00	2.00
AD	SQUADRON BOARDS SUPPORT	FLIGHT ROOM	N/A	0.00	1.00
AD	OTS/CC END OF COURSE FEEDBACK	AUDITORIUM	N/A	0.00	1.00
AD	WING BOARDS SUPPORT	FLIGHT ROOM	N/A	0.00	1.00
AD	SIGN DITY PAPERWORK	AUDITORIUM	N/A	0.00	1.00
AD	END OF COURSE SURVEY	FLIGHT ROOM	N/A	0.00	0.50
AD	SEXUAL ASSAULT SURVEY	FLIGHT ROOM	N/A	0.00	0.50
AD	PRE-DEPARTURE SAFETY BRIEFING	AUDITORIUM	N/A	0.00	1.00
AD	RECORDS DISTRIBUTION	VARIOUS	N/A	0.00	2.00
AD	SUPPLY SIGN-IN	VARIOUS	N/A	0.00	1.00
		TOTAL HOURS		0.00	89.00

AIR FORCE CULTURE (CT)					
AREA	EVENT	LOCATION	TM	STUDY HOURS	CLASS HOURS
CT	BLUE LINE (KEY EVENT)	VARIOUS	N/A	0.00	1.00
CT	22TRS/CC WLECOME (KEY EVENT)	AUDITORIUM	N/A	0.00	0.50
CT	24TRS/CC WLECOME (KEY EVENT)	AUDITORIUM	N/A	0.00	1.00
CT	SS/CC WELCOME (KEY EVENT)	VARIOUS	N/A	0.00	1.00
CT	FLT/CC WELCOME (KEY EVENT)	FLIGHT ROOM	IL	0.00	1.00
CT	COMMANDER'S CHALLENGE	FIELD	N/A	0.00	2.00
CT	PILOT/NAV ORIENTATION	VARIOUS	N/A	0.00	2.00
CT	STUDENT SQUADRON AWARDS CEREMONY DRY RUN SUPPORT	AUDITORIUM	SP	0.00	0.50
CT	STUDENT SQUADRON AWARDS CEREMONY SUPPORT	AUDITORIUM	SP	0.00	1.25
CT	COMMISSIONING PRACTICE SUPPORT	VARIOUS	SP	0.00	2.50
CT	WING AWARDS CEREMONY DRY RUN SUPPORT	AUDITORIUM	SP	0.00	1.00

CT	OTS OPEN HOUSE SUPPORT	VARIOUS	SP	0.00	4.00
CT	WING AWARDS CEREMONY SUPPORT	AUDITORIUM	SP	0.00	1.00
CT	SPOUSES ORIENTATION SUPPORT	VARIOUS	SP	0.00	2.00
CT	DINING-IN/OUT SUPPORT	O'CLUB	SP	0.00	5.00
CT	COMMISSIONING CEREMONY SUPPORT	VARIOUS	SP	0.00	2.00
CT	DV RECEPTION SUPPORT	OTS CONF RM	SP	0.00	1.00
CT	24TRS/CC TRAINING PHILOSOPHY	AUDITORIUM	N/A	0.00	1.00
CT	BLUE LINE SUPPORT	VARIOUS	N/A	0.00	1.00
CT	OTS/CC PERSPECTIVE	AUDITORIUM	N/A	0.00	1.00
CT	ENLISTED HERITAGE HALL	GUNTER ANNEX	N/A	0.00	3.00
CT	CAREER DAY	VARIOUS	N/A	0.00	1.50
CT	COMMUNITY SERVICE	VARIOUS	N/A	0.00	4.00
CT	COMMANDER'S CHALLENGE SUPPORT	FIELD	N/A	0.00	2.00
CT	DINING-IN/OUT DRY RUN I (UPPER/LOWER CLASS)	OTSAC	SP	0.00	2.00
CT	O'CLUB ORIENTATION (AFTER HOURS)	O'CLUB	SP	0.00	4.00
CT	OPERATION AIR FORCE	VARIOUS	N/A	0.00	8.00
CT	DINING-IN/OUT OVERVIEW (UPPER CLASS)	AUDITORIUM	SP	0.00	1.00
CT	GENERAL OFFICER PERSPECTIVE	AUDITORIUM	N/A	0.00	1.00
CT	GRAD WEEK OVERVIEW	AUDITORIUM	N/A	0.00	1.00
CT	Mini MAC--STUDENT/STAFF FLICKERBALL OPS	FIELD	PE	0.00	3.00
CT	CIVIL AIR PATROL INCENTIVE FLIGHT	FIELD	N/A	0.00	3.00
CT	STUDENT SQUADRON AWARDS CEREMONY DRY RUN	AUDITORIUM	SP	0.00	0.50
CT	STUDENT SQUADRON AWARDS CEREMONY	AUDITORIUM	SP	0.00	1.25
CT	WING AWARDS CEREMONY DRY RUN	AUDITORIUM	SP	0.00	1.00
CT	COMMISSIONING PRACTICE (KEY EVENT)	VARIOUS	SP	0.00	2.25
CT	DINING-IN/OUT DRY RUN II (UPPER/LOWER CLASS)	O'CLUB	SP	0.00	3.00
CT	OTS OPEN HOUSE	VARIOUS	SP	0.00	4.00
CT	WING AWARDS CEREMONY	AUDITORIUM	SP	0.00	1.00
CT	SPOUSES ORIENTATION	VARIOUS	SP	0.00	2.00
CT	DINING-IN/OUT (KEY EVENT)	O'CLUB	SP	0.00	5.00
CT	COMMISSIONING CEREMONY (KEY EVENT)	VARIOUS	SP	0.00	2.50

CT	DV RECEPTION	OTS CONF RM	SP	0.00	1.00
		TOTAL HOURS		0.00	88.75

FORMAL COUNSELING (FC)					
NUMBER	EVENT	LOCATION	TM	STUDY HOURS	CLASS HOURS
FC	FLT/CC INITIAL INTERVIEW	FLIGHT ROOM	N/A	0.00	3.00
FC	FLIGHT COMMANDER TIME	VARIOUS	NA	0.00	19.00
FC	MID-COURSE OTRP FEEDBACK	FLIGHT ROOM	N/A	0.00	3.00
FC	END OF COURSE OTRP FEEDBACK	FLIGHT ROOM	N/A	0.00	3.00
		TOTAL HOURS		0.00	28.00

FIELD TRAINING (FT)					
NUMBER	EVENT	LOCATION	TM	STUDY HOURS	CLASS HOURS
FT	PT FUNDAMENTALS	AUDITORIUM	IL	0.00	1.00
FT	PT PAD INSTRUCTION	DRILL PAD	PE	0.00	1.00
FT	AEF COMBAT SKILLS	CBT	IL	1.00	0.00
FT	LAND NAVIGATION	CBT	IL	1.00	0.00
FT	WOUND MANAGEMENT	AUDITORIUM	IL	0.00	1.00
FT	LAND NAVIGATION (KEY EVENT)	FLIGHT ROOM	PE	0.00	1.00
FT	BASE DEFENSE FUNDAMENTALS I (KEY EVENT)	AUDITORIUM	IL	0.00	2.00
FT	SMALL UNIT TACTICS Ia (KEY EVENT)	FIELD	PE	0.00	1.00
FT	SMALL UNIT TACTICS Ib (KEY EVENT)	FIELD	PE	0.00	1.00
FT	WEAR OF PROTECTIVE EQUIPMENT (KEY EVENT)	FIELD	PE	0.00	1.00
FT	TACTICAL COMMUNICATION FIELD EX	FIELD	PE	0.00	1.00
FT	LAND NAVIGATION FIELD EXERCISE	FIELD	PE	0.00	1.00
FT	INTRODUCTION TO AIR FORCE COMBATIVES	AUDITORIUM	L	0.00	1.00
FT	IED & UXO ID AND REPORTING	CBT	IL	2.00	0.00
FT	INDIVIDUAL BOUTS	FIELD	PE	0.00	1.50
FT	SELF DEFENSE - RIFLE FIGHTING	FIELD	PE	0.00	0.50
FT	BASE DEFENSE FIELD EXERCISE I (KEY EVENT)	FIELD	PE	0.00	2.00
FT	ASSAULT COURSE (KEY EVENT)	BLUE THUNDER	PE	0.00	3.00

FT	SMALL UNIT TACTICS I <sub>c</sub>	FIELD	PE	0.00	1.00
FT	BASE DEFENSE FUNDAMENTALS II (KEY EVENT)	AUDITORIUM	IL	0.00	2.00
FT	SERE 100-B	SM	CBT	4.00	0.00
FT	MOBILITY LINE TRAINING	AUDITORIUM	IL	0.00	1.00
FT	MOBILITY LINE PROCESSING (KEY EVENT)	FIELD	PE	0.00	2.00
FT	C-130 OPS	FIELD	PE	0.00	2.00
FT	BASE DEFENSE FIELD EXERCISE II	VARIOUS	PE	0.00	16.00
FT	ASSAULT COURSE	VW	PE	0.00	3.00
FT	TACTICAL ROAD MARCH	FIELD	PE	0.00	5.00
		TOTAL HOURS		7.00	51.00

AIR FORCE COMBATIVES PROGRAM (AFCP)					
NUMBER	EVENT	LOCATION	TM	STUDY HOURS	CLASS HOURS
AFCP	COMBATIVES I	VARIOUS	TP	0.00	2.00
AFCP	COMBATIVES II	VARIOUS	TP	0.00	2.00
AFCP	COMBATIVES III	VARIOUS	TP	0.00	2.00
AFCP	COMBATIVES IV	VARIOUS	TP	0.00	2.00
AFCP	COMBATIVES V	VARIOUS	TP	0.00	2.00
		TOTAL HOURS		0.00	10.00

## **Section C--Training Event Descriptions**

### **Drill and Ceremonies (DR)**

**DR- Lesson Title:** Dorm Instruction

**Lesson Objective:** Properly follow detailed instructions on folding and placement of dorm room items.

**Description:** This lesson is designed to teach the detailed instructions on folding clothes and the established standards for dorm room upkeep. Instructors will measure their ability to follow instructions throughout training, with special emphasis placed on room/item arrangement.

**DR- Lesson Title:** Drill pad Block I

**Lesson Objective:** Properly perform position of attention, parade rest, present/order arms, right face, left face, about face, forward march and flight halt. Guidon procedures, the four formations and DCID taught throughout each block.

**Description:** This lesson develops an awareness of drill and ceremonies. The lesson logically follows a sequential order and shows progression from one step to the next. The explanation and demonstration phases are combined because of the simplicity of the task. The lesson is started by gaining the attention of the trainees and then an explanation of what the lesson is and why it is important to them. A whole impression or demonstration of what the movements are supposed to look like with particular action areas. The movements are then broken down step by step to insure proper instruction and understanding. The trainees will then perform the movements and receive constructive feedback. After trainees have completed the application portion of the class, they will practice on their own to perfect the mechanics of the movements. Class will be closed out by leaving the trainees with a clear purpose and reason for performing the movements correctly.

**DR- Lesson Title:** MTI Dorm Inspection

**Lesson Objective:** Inspect trainees on following detailed instructions on folding and placement of dorm room items.

**Description:** This lesson is designed to have the trainee demonstrate their ability to follow detailed instructions and maintain established standards. Instructors will measure their ability to follow instructions throughout training, with special emphasis placed on room/item arrangement.

**DR- Lesson Title:** Drill Pad Block II

**Lesson Objective:** Properly perform column movements, flanking movements, formation of the flight to include count off and rest positions. Guidon procedures, the four formations and DCID taught throughout each block.

**Description:** This lesson develops an awareness of drill and ceremonies. The lesson logically follows a sequential order and shows progression from one step to the next. The explanation and demonstration phases are combined because of the simplicity of the task. The lesson is started by gaining the attention of the trainees and then an explanation of what the lesson is and why it is important to them. A whole impression or demonstration of what the movements are supposed to look like with particular action areas. The movements are then broken down step by step to insure proper instruction and understanding. The trainees will then perform the movements and receive constructive feedback. After trainees have completed the application portion of the class, they will practice on their own to perfect the mechanics of the movements. Class will be closed out by leaving the trainees with a clear purpose and reason for performing the movements correctly.

**DR- Lesson Title:** Drill Pad Block III

**Lesson Objective:** Properly perform half step, change step, mark time, and to the rear. Guidon procedures, the four formations and DCID taught throughout each block.

**Description:** This lesson develops an awareness of drill and ceremonies. The lesson logically follows a sequential order and shows progression from one step to the next. The explanation and demonstration phases are combined because of the simplicity of the task. The lesson is started by gaining the attention of the trainees and then an explanation of what the lesson is and why it is important to them. A whole impression or demonstration of what the movements are supposed to look like with particular action areas. The movements are then broken down step by step to insure proper instruction and understanding. The trainees will then perform the movements and receive constructive feedback. After trainees have completed the application portion of the class, they will practice on their own to perfect the mechanics of the movements. Class will be closed out by leaving the trainees with a clear purpose and reason for performing the movements correctly.

**DR- Lesson Title:** Drill Pad Block IV

**Lesson Objective:** Properly perform align the flight in line formation and open ranks. Guidon procedures, the four formations and DCID taught throughout each block.

**Description:** This lesson develops an awareness of drill and ceremonies. The lesson logically follows a sequential order and shows progression from one step to the next. The explanation and demonstration phases are combined because of the simplicity of the task. The lesson is started by gaining the attention of the trainees and then an explanation of what the lesson is and why it is important to them. A whole impression or demonstration of what the movements are supposed to look like with particular action areas. The movements are then broken down step by step to insure proper instruction and understanding. The trainees will then perform the movements and receive constructive feedback. After trainees have completed the application portion of the class, they will practice on their own to perfect the mechanics of the movements. Class will be closed out by leaving the trainees with a clear purpose and reason for performing the movements correctly.

**DR- Lesson Title:** Ceremonial Drill

**Lesson Objective:** Properly perform drill movements used in parade.

**Description:** This lesson develops an awareness of drill and ceremonies. The lesson logically follows a sequential order and shows progression from one step to the next. It includes all portions of parade to include the commander of troops, wing and group adjutants, group and squadron commanders, guidon bearer and individual flights.

**DR- Lesson Title:** Parade Practice #1

**Lesson Objective:** Practice for graduation parade.

**Description:** This lesson allows upper and lower class trainees to practice parade. Military Training Instructors will lead the practice.

**DR- Lesson Title:** Parade Practice#2

**Lesson Objective:** Practice for graduation parade.

**Description:** This lesson allows upper and lower class trainees to practice parade. Military Training Instructors will lead the practice.

**DR- Lesson Title:** Parade Practice#3

**Lesson Objective:** Practice for graduation parade.

**Description:** This lesson allows upper and lower class trainees to practice parade. Military Training Instructors will lead the practice.

**DR- Lesson Title:** Parade Practice #4

**Lesson Objective:** Practice for graduation parade.

**Description:** This lesson allows upper and lower class trainees to practice parade. Military Training Instructors will lead the practice.

**DR- Lesson Title:** Parade Support

**Lesson Objective:** Support the upper class in their graduation parade.

**Description:** This is the upper class culminating graduation that the lower class will march in. It is also used to help prepare the lower class for their graduation parade.

**DR- Lesson Title:** MTI Expectations

**Lesson Objective:** Prepare the upper class for the arrival of the lower.

**Description:** This lesson is provided to give the upper class the instruction to properly maintain the health and welfare of the lower class. This instruction includes trainee professionalism, responsibilities and traffic (pedestrian) safety.

**DR- Lesson Title:** Saber Training

**Lesson Objective:** Prepare the trainee wing staff in using sabers for parade.

**Description:** This lesson develops an awareness of drill and ceremonies. The lesson logically follows a sequential order and shows progression from one step to the next. The explanation and demonstration phases are combined because of the simplicity of the task. The lesson is started by gaining the attention of the trainees and then an explanation of what the lesson is and why it is important to them. A whole impression or demonstration of what the movements are supposed to look like with particular action areas. The movements are then broken down step by step to insure proper instruction and understanding. The trainees will then perform the movements and receive constructive feedback. After trainees have completed the application portion of the class, they will practice on their own to perfect the mechanics of the movements. Class will be closed out by leaving the trainees with a clear purpose and reason for performing the movements correctly.

**DR- Lesson Title:** Key Personnel Training

**Lesson Objective:** Prepare the trainee wing staff in key positions for parade.

**Description:** This lesson develops an awareness of drill and ceremonies. The lesson logically follows a sequential order and shows progression from one step to the next. The explanation and demonstration phases are combined because of the simplicity of the task. The lesson is started by gaining the attention of the trainees and then an explanation of what the lesson is and why it is important to them. A whole impression or demonstration of what the movements are supposed to look like with particular action areas. The movements are then broken down step by step to insure proper instruction and understanding. The trainees will then perform the movements and receive constructive feedback. After trainees have completed the application portion of the class, they will practice on their own to perfect the mechanics of the movements. Class will be closed out by leaving the trainees with a clear purpose and reason for performing the movements correctly.



**DR- Lesson Title:** Drill Competition Practice

**Lesson Objective:** Practice drill for drill competition.

**Description:** This lesson allows trainees to practice drill competition with a Military Training Instructor. The lesson also includes all instructions for drill competition.

**DR- Lesson Title:** Drill Competition

**Lesson Objective:** Compete in drill competition.

**Description:** A flight competition to inspect all aspects of drill to include individual drill, transitory drill and open ranks inspection.

**DR- Lesson Title:** Parade Practice #5

**Lesson Objective:** Practice for graduation parade.

**Description:** This lesson allows upper and lower class trainees to practice parade. Military Training Instructors will lead the practice.

**DR- Lesson Title:** Parade Practice #6

**Lesson Objective:** Practice for graduation parade.

**Description:** This lesson allows upper and lower class trainees to practice parade. Military Training Instructors will lead the practice.

**DR- Lesson Title:** Parade Practice #7

**Lesson Objective:** Practice for graduation parade.

**Description:** This lesson allows upper and lower class trainees to practice parade. Military Training Instructors will lead the practice.

**DR- Lesson Title:** Parade Practice #8

**Lesson Objective:** Practice for graduation parade.

**Description:** This lesson allows upper and lower class trainees to practice parade. Military Training Instructors will lead the practice.

**DR- Lesson Title:** Parade

**Lesson Objective:** Graduate from OTS.

**Description:** This is the upper class culminating graduation that the lower class will march in. It is also used to help prepare the lower class for their graduation parade.

## **Field Leadership (FL)**

**FL- Lesson Title:** Confidence Course

**Lesson Objectives:** Build flight teamwork and cohesion, inspire self confidence and enable opportunity to overcome limitations, instill warrior ethos.

**Description:** Each trainee physically qualified will navigate a series of obstacles that will help build confidence. Flights will motivate all members of the team to complete the obstacles.

**FL- Lesson Title:** Project X

**Lesson Objective:** Apply concepts of followership, problem solving methods, communication, team building, and motivation techniques in a small group under time pressure. Trainees will also assess their role in the group and how they react to both the group and pressure.

**Description:** Project X consists of a number of tasks to be completed by a group under the pressure of time constraint. While completion of the task within the constraint is important, the focus of the feedback session is on how well the group performed.

**FL- Lesson Title:** Exercise Optimal Mast

**Lesson Objective:** Apply appropriate leadership and management principles and techniques to resolve a problem in a classroom environment.

**Description:** This classroom exercise is a bridging session between the theoretical part of the leadership curriculum and the practical elements of LRC and AEF. It enables the trainees to consolidate the leadership and management skills, which have been covered during Leadership Studies classes. This class also serves as an opportunity for the instructor to introduce the Leadership Competency Evaluation, which is the critique system used for the LRC and AEF.

**FL- Lesson Title:** Basic Expeditionary Leadership Problem (BELPS)

**Lesson Objective:** Initial trainee evaluation and feedback within problem solving context.

**Description:** The BELPS evaluation is a problem solving, scenario-based exercise designed to evaluate the trainee's leadership in the context of skills learned during OTS in classroom and field training exercises. This evaluation is the first opportunity for the trainee to receive feedback regarding strengths/weaknesses in the area of leadership and is designed to provide the trainee with a 'benchmark' regarding areas of improvement.

**FL- Lesson Title:** Weapons Qualification (M-9)

**Lesson Objective:** The purpose to the course is to familiarize trainees with the M-9 pistol to include: basic weapon and range safety, weapon characteristics and handling, various firing positions, and USAF qualifying requirements.

**Description:** Security Forces personnel at the firing range conduct the lesson. Each trainee is given the opportunity to qualify with the weapon.

**FL- Lesson Title:** Flickerball Operation Planning I

**Lesson Objective:** Apply group dynamics in a group setting.

**Description:** This lesson serves as a planning session for flickerball operations. While discussing game rules, the class builds on the ideas of teamwork, group dynamics, and communication. The trainees are given a task in which they must function together as a group in order to effectively accomplish their task. During each operation, each flight will have one operation leader that the

instructor will evaluate. The evaluation will emphasize leadership, problem solving, and functions of management and may begin during this session. There will be an operation planning session before each day of flickerball.

**FL- Lesson Title:** Flickerball Operation I

**Lesson Objective:** Apply leadership, followership, group dynamics, and team building principles in a sports event.

**Description:** Trainees are given an opportunity to display leadership, followership, and teamwork traits. The main focus of the campaign is on how well the above traits are used to succeed on the playing field.

**FL- Lesson Title:** Flickerball Operation Planning II

**Lesson Objective:** Apply group dynamics in a group setting.

**Description:** This lesson serves as a planning session for flickerball operations. While discussing game rules, the class builds on the ideas of teamwork, group dynamics, and communication. The trainees are given a task in which they must function together as a group in order to effectively accomplish their task. During each operation, each flight will have one operation leader that the instructor will evaluate. The evaluation will emphasize leadership, problem solving, and functions of management and may begin during this session. There will be an operation planning session before each day of flickerball.

**FL- Lesson Title:** Flickerball Operation II

**Lesson Objective:** Apply leadership, followership, group dynamics, and team building principles in a sports event.

**Description:** Trainees are given an opportunity to display leadership, followership, and teamwork traits. The main focus of the campaign is on how well the above traits are used to succeed on the playing field.

**FL- Lesson Title:** Ropes Course

**Objectives:** Build flight teamwork and cohesion, inspire self confidence and enable opportunity to overcome limitations, instill warrior ethos.

**Description:** Each trainee physically qualified will navigate a series of obstacles that will help build confidence. Flights will motivate all members of the team to complete the obstacles.

**FL- Lesson Title:** Leadership Reaction Course

**Lesson Objective:** Apply appropriate leadership principles and techniques to resolve problems in a field training environment.

**Description:** The trainees work through numerous outdoor problems for 4.5 hours on consecutive days. The problems address escape and insurgency and each trainee gets an opportunity to lead. The instructor relates trainee performance to previous LS classes and operational AF examples. Critiques emphasize leadership, problem solving, and functions of management.

**FL- Lesson Title:** Air Expeditionary Force Exercise

**Lesson Objective:** Apply leadership management principles, problem solving, sound judgment, good communication skills and teamwork in tasks related to development in time-critical situations.

**Description:** The focus of AEF is leadership training – using a philosophy of “Train-Apply-Evaluate-Feedback”. The trainees are trained on mobility line issues, mobility support and Airman’s Manual issues. Through different exercises, trainees get exposure to deployment items, such as: tent building, pallet building, survival and life saving basics, etc. The exercises stress the evaluation of leadership, not proficiency.

**Administration (AD)**

**AD- Title:** Arrival Day/Barber Shop

**Description:** Lower class trainees arrive at OTS on Training Day 0 and begin administrative in-processing and haircuts.

**AD- Lesson Title:** Medical In-processing

**Description:** Trainees have the following blood tests drawn-G6PD, Sickle cell, Blood type, Hep B titer, MMR titer and varicella. A DNA sample is also collected. Trainees then proceed to the IDMT office where they are cleared to PT, medical and immunization histories are obtained, and medical record created.

**AD- Title:** Personnel In-Processing I

**Description:** This time period is to inform, educate, and gather any missing/further documentation necessary for building new trainees military records.

**AD- Title:** Clothing Sales Uniform Purchase

**Description:** Trainees make uniform purchases and alterations at the OTS Clothing Sales store.

**AD- Title:** Active Duty Finance In-processing

**Description:** This time period is to inform, educate, and gather pertinent documentation necessary for new trainees to be accessed in finance system.

**AD- Title:** OTS Safety Orientation

**Description:** Familiarize trainees with OTS safety standards and procedures.

**AD- Title:** Active Duty Personnel In-Processing II

**Description:** This time period is to inform, educate, and gather any missing/further documentation necessary for building new trainees military records.

**AD- Title:** Operations Control Center Training

**Description:** The OCC is the hub of operations at OTS and requires trained personnel to run and manage it. This training will familiarize trainees with the equipment and procedures necessary to sit on shift in the OCC.

**AD- Title:** Immunizations

**Description:** Trainees will be vaccinated against Measles, Mumps, Rubella, Varicella and Meningitis based on history and lab results. Their immunization record is updated and filed in the trainee's medical record.

**AD- Title:** Assignment Preference Brief

**Description:** This time period is used for trainees to submit their stateside/overseas assignment preferences.

**AD- Title:** Lower Class ID Cards

**Description:** This time period is used to issue new trainees proper military identification for their use while they are assigned to OTS.

**AD- Title:** Squadron Boards

**Description:** Interview boards held by Student Squadron Commanders to determine Student Squadron Leadership.

**AD- Title:** Wing Boards

**Description:** Interview board held by 24 TRS/DO, SS/CCs and the senior MTI to determine seven key OTW leadership positions.

**AD- Title:** 24 TRS/CC Mid-Course Feedback

**Description:** The 24 TRS/CC provides performance feedback to, and accepts feedback from, the trainees on their experiences at the mid-point of training. The 24 TRS/CC uses this feedback to shape the optimal officer training course.

**AD- Title:** Active Duty DD Form 214

**Description:** This time period is used to verify all pertinent information previously gathered is reflected on the DD Form 214 (Certificate of Discharge)

**AD- Title:** Lower Class In-Processing Planning

**Description:** Trainees use this time to work through the problem solving process and develop a plan to in-process the next class.

**AD- Title:** Lower Class In-Processing

**Description:** This block of time is the upper class schedule designation for AD-0 & AD-1.

**AD- Title:** WINGS Data Input

**Description:** Trainees will rotate through the BOT Computer Lab and enter final information input the WINGS database in preparation for graduation.

**AD- Title:** Second Lieutenant ID Cards

**Description:** This time period is to ensure new trainees have proper military identification before they depart to their gaining base.

**AD- Title:** Smooth Move

**Description:** This class gives an overview of services offered by family support to help with the PCS process.

**AD- Title:** Assignment Briefing

**Description:** This time period is used to inform trainees on how to read their orders/amendments.

**AD- Title:** Traffic Management Office (TMO)

**Description:** TMO staff explains the military move process and how to ship household goods. Trainees begin planning their move to their first officer duty assignment.

**AD- Title:** Flight Photos

**Description:** Flights have individual and group pictures taken by a professional photographer. Trainees may purchase pictures directly from the photographer.

**AD- Title:** EURO-NATO JOINT JET PILOT TRAINING Boards

**Description:** The OTS Commander will convene a board of officers to determine if interested and qualified applicants will attend specialized pilot training.

**AD- Title:** Defense Language Aptitude Battery

**Description:** DoD assessment to gauge a trainee's potential for learning a foreign language.

**AD- Title:** Squadron Boards Support

**Description:** Upper class assisting staff runs interview boards held by Student Squadron Commanders to determine Student Squadron Leadership.

**AD- Title:** OTS/CC End-of-Course Feedback

**Description:** The OTS/CC accepts feedback from the trainees on their experiences throughout training. The OTS/CC uses this feedback to shape the optimal OTS experience.

**AD- Title:** Wing Boards Support

**Description:** Upper class assisting staff runs interview board held by 24 TRS/DO, SS/CCs and the senior MTI to determine seven key OTW leadership positions.

**AD- Title:** Sign Do It Yourself (DITY) Paperwork

**Description:** Trainees moving their own household goods sign the paperwork provided by TMO.

**AD- Title:** End-of-Course Survey

**Description:** Trainees provide feedback on their training experience via an automated web-based survey.

**AD- Title:** Sexual Assault Survey

**Description:** Trainees provide feedback on the enforcement of DoD, Air Force and OTS sexual assault policies via an automated web-based survey.

**AD- Title:** Pre-Departure Safety Briefing

**Description:** Trainees are briefed on travel safety.

**AD- Title:** Records Distribution

**Description:** This time period is used to package all pertinent documentation necessary for graduating trainees to proceed to their gaining base.

**AD- Title:** Supply Turn-In

**Description:** This time period is used to retrieve issued items/equipment

### **Air Force Culture (CT)**

**CT- Title:** Blue Line

**Description:** Training day 2 begins with the Blue Line ceremony where trainees make their commitment to the Air Force and OTS.

**CT- Title:** 22nd Training Squadron Commander Welcome

**Description:** 22 TRS/CC provides an overview of the facilities and support staff functions.

**CT- Title:** 24th Training Squadron Commander Welcome

**Description:** 24 TRS/CC provides an overview of expectations and introduces student squadron commanders. Chaplain familiarizes trainees with religious accommodations available at Maxwell AFB and the local area.

**CT- Title:** Student Squadron Commander Welcome

**Description:** Student Squadron Commanders give trainees an overview of their expectations for the program.

**CT- Title:** Flight Commander Welcome

**Description:** Flight Commanders give trainees an overview of their expectations for the program.

**CT- Title:** Commander's Challenge

**Description:** Crucible event with a focus on physical fitness and AF heritage.

**CT- Title:** Pilot/Navigator Orientation

**Description:** Experienced Air Force officers explain the training pipeline and career progression for future pilot and navigator trainees.

**CT- Title:** Student Squadron Awards Ceremony Dry Run Support

**Description:** Lower class rehearsal for SS/Sq awards ceremony supporting upper class.

**CT- Title:** Squadron Awards Ceremony Support

**Description:** Each student squadron commander recognizes the accomplishments of their trainees and performs the change of command ceremony from upper class to lower class squadron commanders.

**CT- Title:** Commissioning Practice Support

**Description:** Each flight conducts a practice for their commissioning ceremony at the location where they will be commissioned. Lower class trainees rehearse their key roles within each Flights ceremony.

**CT- Title:** Wing Awards Ceremony Dry Run Support

**Description:** Lower class rehearsal for wing awards ceremony. Required for awards ceremony key personnel.

**CT- Title:** OTS Open House Support

**Description:** Lower class trainees provide logistical support while OTS/CC gives an overview of OTS experience to families and guests of trainees. OTS Complex is open for guests to tour and have lunch at the dining facility with trainees.

**CT- Title:** Wing Awards Ceremony Support

**Description:** OTS staff recognizes the accomplishments of their trainees and performs the change of command ceremony from upper class to lower class officer training wing commander.

**CT- Title:** Spouses Orientation Support

**Description:** Lower class logistical support for program that provides an overview of military life and a typical Air Force base to spouses of upper class trainees.

**CT- Title:** Dining-In/Out Support

**Description:** Lower class logistic support to upper class Dining-In/Out.

**CT- Title:** Commissioning Ceremony Support

**Description:** Lower class trainees execute the upper class ceremony and allow upper class trainees to take the oath of office and pin on Second Lieutenant rank.

**CT- Title:** DV Reception Support

**Description:** Lower class sets up and sustains event which provides Distinguished Visitors attending commissioning ceremonies and/or the graduation parade an opportunity to meet and socialize with Holm Center leadership.

**CT- Title:** 24 TRS/CC Training Philosophy

**Description:** The 24 TRS/CC briefs the potential upper class on his/her training philosophy and expectations prior to the arrival of the new lower class.

**CT- Title:** Blue Line Support

**Description:** The upper class provides logistical support for the lower class Blue Line ceremony.



**CT- Title:** OTS/CC Perspective

**Description:** The OTS Commander will provide a senior officer perspective to the trainees and collect any concerns the class may have with the training provided.

**CT- Title:** Enlisted Heritage Hall

**Description:** The Enlisted Heritage Hall is located at Gunter Annex and exposes trainees to the accomplishments of the Air Force enlisted corps.

**CT- Title:** Career Day

**Description:** Each trainee has an opportunity to speak to an officer with experience in the trainee's projected AFSC.

**CT- Title:** Community Service

**Description:** Trainees volunteer time to various projects in the local community as coordinated through the OT wing and 24 TRS/ADO.

**CT- Lesson Title:** Commander's Challenge Support

**Description:** Upper class support to lower class crucible event with a focus on physical fitness and AF heritage.

**CT- Title:** Dining-In/Out Dry Run I

**Description:** Rehearsal for dining-in/out. Required for dining out key personnel.

**CT- Title:** Officer Club Orientation

**Description:** Familiarize trainees with customs and traditions associated with the Officer's Open Mess.

**CT- Title:** Operation Air Force

**Description:** Provides trainees with functional area and specialized career orientations, human relations, and management challenges encountered by Air Force CGOs.

**CT- Title:** Dining-In/Out Overview

**Description:** Familiarize trainees with customs and traditions associated with the dining-in/out military tradition.

**CT- Title:** General Officer Perspective

**Description:** General officer's from the base will provide a general officer perspective to the trainees.

**CT- Title:** Graduation Week Overview

**Description:** Familiarize trainees with events, timelines, and expectations as the trainees enter the final week of training.

**CT- Title:** Student vs. Staff Mini MAC & Flickerball Operation

**Description:** Morale-building event that allows the trainees to take on the OTS staff in athletic competition and a Flickerball operation.

**CT- Title:** Civil Air Patrol Incentive Flight

**Description:** Selected trainees are rewarded for their outstanding performance with an incentive flight provided by the Civil Air Patrol.

**CT- Title:** Student Squadron Awards Ceremony Dry Run

**Description:** Rehearsal for SS/Sq awards ceremony.

**CT- Title:** Wing Awards Ceremony Dry Run

**Description:** Rehearsal for wing awards ceremony. Required for awards ceremony key personnel.

**CT- Title:** Commissioning Practice

**Description:** Each flight conducts a practice for their commissioning ceremony at the location where they will be commissioned.

**CT- Title:** Dining-In/Out Dry Run II

**Description:** Rehearsal for dining-in/out. Required for dining out key personnel.

**CT- Title:** OTS Open House

**Description:** OTS/CC provides an overview of OTS experience to families and guests of trainees. OTS Complex is open for guests to tour and have lunch at the dining facility with trainees.

**CT- Title:** Wing Awards Ceremony

**Description:** OTS staff recognizes the accomplishments of their trainees and performs the change of command ceremony from upper class to lower class officer training wing commander.

**CT- Title:** Squadron Awards Ceremony

**Description:** Each student squadron commander recognizes the accomplishments of their trainees and performs the change of command ceremony from upper class to lower class squadron commanders.

**CT- Title:** Spouses Orientation

**Description:** Provide an overview of military life and a typical Air Force base to spouses of trainees.

**CT- Title:** Dining-In/Out

**Description:** Trainees experience camaraderie, military traditions, lessons on leadership from guest speakers and celebrate their near-completion of training.

**CT- Title:** Commissioning Ceremony

**Description:** Trainees take the oath of office and pin on Second Lieutenant rank.

**CT- Title:** DV Reception

**Description:** Provide Distinguished Visitors attending commissioning ceremonies and/or the graduation parade an opportunity to meet and socialize with Holm Center leadership.

### **Formal Counseling (FC)**

**FC- Title:** Flight Commander Initial Interview

**Description:** Flight Commanders meet one-on-one with new trainees and provide initial counseling.

**FC- Title:** Flight Commander (FC) Time

**Description:** Provides the FC opportunities to counsel trainees individually, teach extra-curricular material in the flight room, provide individual debriefings on graded measurements or prepare for upcoming classes.

**FC- Title:** Mid-Course OTPR Feedback

**Description:** Flight Commanders provide personalized, individual performance feedback to trainees at the mid-point of training.

**FC- Title:** End-of-Course OTPR Feedback

**Description:** Flight Commanders provide personalized, individual performance feedback to trainees at the end of training.

### **Field Training (FT)**

**FT- Lesson Title:** PT Fundamentals

**Lesson Objective:** Explain the physical conditioning fundamentals to give the trainees basic knowledge of fitness and nutrition for lifestyle changes.

**Description:** This period of auditorium instruction is used to teach on basic physical conditioning concepts which emphasize total fitness to include proper aerobic/anaerobic conditioning, strength and flexibility training, nutrition, and healthy eating habits.

**FT- Lesson Title:** PT Pad Instruction

**Lesson Objective:** Explain the PC Pad Instructions and the Banded PT program to the trainees.

**Description:** This period of instruction is used to explain to the class the rationale behind physical conditioning exercises. The instructor will describe opening and closing procedures, warm-up exercises, rotations, stretches, muscular strength, endurance exercises, PFB/PFA. The instructors will also explain the interval, tempo, long run, and light runs.

**FT- Lesson Title:** AEF Combat Skills (CBT)

**Lesson Objective:** Orientation to AEF Combat Skills

**Description:** This interactive course is designed to familiarize the trainee to ground combat skills. Topics include basic individual movement techniques as well as movement as a small unit. Specific topics will be assigned to the trainee throughout OTS in order to cover areas identified needing additional orientation, instruction, and practice.

**FT- Lesson Title:** Land Navigation (CBT)

**Lesson Objective:** Orientation to Land Navigation Skills

**Description:** This interactive course is designed to familiarize the trainee to land navigational skills. Topics include basic map reading, compass, and ground movement. This CBT is a supplement to the Land Navigation I flight room course and the Land Navigation Field exercise course. Specific topics will be assigned to the trainee throughout OTS in order to cover areas identified needing additional orientation, instruction, and practice.

**FT- Lesson Title:** Wound Management

**Lesson Objective:** Orientation to wound management.

**Description:** This course covers basic wound and injury management topics, and treatment in a contaminated environment.

**FT- Lesson Title:** Land Navigation

**Lesson Objective:** Familiarization of land navigation procedures and use

**Description:** This course is designed to familiarize the trainee to land navigational skills. This lesson will be followed by lessons on ground movement. The lesson will familiarize the trainee with the lensatic compass, its parts, functions, and utilization. Specifically, this lesson will cover each part of the lensatic compass, the techniques used for sighting, setting and following azimuths, and techniques used to bypass obstacles. The second part is to evaluate how effective these instructions have been, and how well the trainee was able to grasp the material presented throughout this course. This will be accomplished through a number of practical exercises in the Land Navigation Field Exercise.

**FT- Lesson Title:** Base Defense Fundamentals I

**Lesson Objective:** Familiarization of base defense fundamentals

**Description:** This course is the first of a two-part auditorium lecture series that introduces the concept and application of base defense. This first course covers topics such as concept of operations, work priorities, intelligence gathering, clearing and securing a cantonment area and perimeter, establishing an entry control point, and sign/countersign procedures. A practical exercise will reinforce these skills with the trainee clearing and securing a bare base area, establishing an entry control point, sign/countersign procedures (patrols) and preparing hasty and deliberate fighting positions.

**FT- Lesson Title:** Small Unit Tactics Ia

**Lesson Objective:** Know the concepts of cover, concealment and stealth, and individual movement techniques

**Description:** This field training exercise will allow the trainee to become proficient with the concepts of cover, concealment and stealth, and then introduce individual movement techniques.

**FT- Lesson Title:** Small Unit Tactics Ib

**Lesson Objective:** Know how to react to fire, and move in fire team formations

**Description:** This field training exercise will allow the trainee to become proficient in the procedures for reacting to direct fire and indirect fire. The exercise will cover fire team file and fire team wedge formations. Once the material has been covered, the trainees will run through drills where their movement in formation is interrupted by direct and indirect fire.

**FT- Lesson Title:** Wear of Protective Equipment

**Lesson Objective:** Gain proficiency in the wear of protective equipment

**Description:** This field training course teaches proficiency with wear of flack vests, load bearing equipment, and Kevlar. Additionally, this course orientates the trainee to the procedures for protective mask inspection and maintenance.

**FT- Lesson Title:** Tactical Communication Field Exercise

**Lesson Objective:** Familiarization of tactical communication techniques and procedures

**Description:** This field training exercise will reinforce skills taught in the classroom with the trainee sending a radio message, MEDEVAC request, SALUTE and UXO hazard report in a tactical environment.

**FT- Lesson Title:** Land Navigation Field Exercise

**Lesson Objective:** Familiarization of land navigation techniques and procedures

**Description:** This field training exercise will reinforce skills taught in the classroom by the trainee determining their pace count, determining grid coordinates of a point, measuring distance on a map, and navigating from one point to another using a compass.

**FT- Lesson Title:** Introduction to Air Force Combatives

**Lesson Objective:** Instill confidence in the trainees' ability to defend themselves, attack and subdue an enemy, develop mental toughness, instill Warrior Ethos, and provide them with a basic set of unarmed combat skills

**Description:** This auditorium lecture provides an explanation on the importance of why today's Air Force officers need this training. An overview will be provided of the program. Additionally, special interest items will be addressed specific to the training.

**FT- Lesson Title:** IED & UXO Identification and Reporting

**Lesson Objective:** Familiarization of IED/UXO identification and reporting

**Description:** This computer-based training course is designed to teach IED/UXO familiarization. Trainees will be familiarized as to how to react to the IED/UXO hazard, how to recognize the types and subgroups of ordnance, determine what actions to take, and how to report a UXO hazard. A practical exercise will be incorporated into Base Defense Field Exercise I.

**FT- Lesson Title:** Individual Bouts

**Lesson Objective:** Participate in a pugil bout

**Description:** This course is the final culminating event for the Self Defense – Rifle Fighting course. Specifically, this exercise provides instruction in pugil training, which provides opportunities to reinforce trainee skill in rifle-bayonet fighting, personal courage, confidence, and warrior ethos - while following prescribed safety precautions in accordance with published procedures.

**FT- Lesson Title:** Self Defense – Rifle Fighting

**Lesson Objective:** Familiarization to basic bayonet fighting positions and movements

**Description:** This course is designed to teach rifle bayonet training to develop the trainee's confidence, coordination, endurance, discipline and the warrior ethos. Bayonet fighting develops physical fitness, controlled aggression, and confidence. Specifically, this course will familiarize the trainee to basic positions and conduct basic movements through performance of attack and defensive drills. This field training exercise will culminate with the trainee negotiating the bayonet assault course and participation in individual pugil bouts.

**FT- Lesson Title:** Base Defense Field Exercise I

**Lesson Objective:** Familiarization of base defense fundamentals

**Description:** This course is a practical exercise which will reinforce skills learned in the Base Defense Fundamentals I course with the trainee clearing and securing a bare base area, establishing an entry control point, sign/countersign procedures (patrols) and preparing hasty and deliberate fighting positions.

**FT- Lesson Title:** Assault Course (Blue Thunder)

**Lesson Objective:** Negotiate an assault course

**Description:** This course is the first to expose the trainee to the physical demands of 'Warrior Ethos' and is designed to compliment combat skills training. Specifically, this exercise provides instruction and motivation in how to move rapidly toward the enemy, which provides opportunities to reinforce trainee skill in tactical movement, personal courage, confidence, and warrior ethos - while following prescribed safety precautions in accordance with published procedures.

**FT- Lesson Title:** Small Unit Tactics Ic

**Lesson Objective:** Know how to conduct a patrol in a tactical environment

**Description:** This course familiarizes the trainee to patrol concepts and principles of patrol duties. Specifically, this course builds upon skills acquired in Small Unit Tactics I & II and teaches the trainee the procedures for how to organize, control, move, and react upon enemy contact when conducting a patrol. This skill will be reinforced throughout the capstone AEF field training exercise.

**FT- Lesson Title:** Base Defense Fundamentals II

**Lesson Objective:** Familiarization of base defense fundamentals

**Description:** This course is the second of a two-part auditorium lecture series that introduces the concept and application of base defense. This second course covers topics such as assigning mobile reserve forces, patrol and perimeter security duties, enemy prisoner of war (EPW) processing, and passive air & missile defense measures. A practical exercise will reinforce these skills during the Base Defense Field Exercise II course.

**FT- Lesson Title:** SERE 100-B

**Lesson Objective:** Familiarize trainees with SERE fundamentals

**Description:** This self-paced Computer Based Training will familiarize trainees with the basics of Survival, Evasion, Resistance and Escape.

**FT- Lesson Title:** Mobility Line Training

**Lesson Objective:** Each trainee will comprehend the importance of the mobility line.

**Description:** Trainees will understand the AEF cycle and where deployments come from. They will be able to describe the role of the AEF Center, responsibilities of a chalk commander, and what they must do to be eligible for deployment. Trainees will learn ways to prepare in advance for a deployment and the importance of preparing before reaching the mobility line.

**FT- Lesson Title:** Mobility Line Processing

**Lesson Objective:** Familiarize the trainees with how a mobility line works and initial notification “N-Hour” sequence

**Description:** Trainees will receive familiarization training on basic mobility line and the N-Hour Mission Brief by going through a mock mobility line prior to departing for AEF. The mobility line will include basics like equipment checks, legal requirements, medical records review, and receive the mission brief for their training.

**FT- Lesson Title:** C-130 Ops

**Lesson Objective:** Familiarize trainees with C-130 operations

**Description:** Through a partnership with the 908<sup>th</sup> Airlift Wing, trainees will participate in a C-130 training exercise.

**FT- Lesson Title:** Base Defense Field Exercise II

**Lesson Objective:** Familiarization of base defense fundamentals

**Description:** This course is a practical exercise which will reinforce skills learned in the Base Defense Fundamentals II course with the trainee wing setting up and operating a forward operating location in a bare environment.

**FT- Lesson Title:** Assault Course (VW)

**Lesson Objective:** Negotiate an Assault course

**Description:** This course is the culminating event for the AEF deployment exercise and is designed to compliment combat skills training. Specifically, this exercise provides instruction in how to move rapidly toward the enemy, which provides opportunities to reinforce trainee skill in rifle-bayonet fighting, tactical movement, personal courage, confidence, and warrior ethos - while following prescribed safety precautions in accordance with published procedures.

**FT- Lesson Title:** Tactical Road March

**Lesson Objective:** Familiarization of conducting a tactical road march

**Description:** This course is designed to orient the trainee regarding how to conduct a tactical foot march and how to react to threats during the march. Trainees progressively build stamina and endurance and tactical proficiency throughout each phase of training.

## **Air Force Combatives Program Module 1**

### **AFCP- Lesson Title: Combatives I**

**Lesson Objective:** Instill confidence in the trainees' ability to defend themselves, attack and subdue an enemy, develop mental toughness, instill Warrior Ethos, and provide them with a basic set of unarmed combat skills

**Description:** Introduction to combatives safety, combat demonstration performed by instructors or trainers to gain attention and to motivate trainees. The following techniques will be cover in this lesson: stand up in base, escape the mount by trap and roll, pass the guard, achieve the mount.

### **AFCP- Lesson Title: Combatives II**

**Lesson Objective:** Instill confidence in the trainees' ability to defend themselves, attack and subdue an enemy, develop mental toughness, instill Warrior Ethos, and provide them with a basic set of unarmed combat skills

**Description:** The following techniques will be covered: arm push and roll to the rear mount, escape the rear mount, escape the back mount, grappling for position.

### **AFCP- Lesson Title: Combatives III**

**Lesson Objective:** Instill confidence in the trainees' ability to defend themselves, attack and subdue an enemy, develop mental toughness, instill Warrior Ethos, and provide them with a basic set of unarmed combat skills

**Description:** The following techniques will be covered: introduction to choking, rear naked choke, cross collar choke from the mount and guard.

### **AFCP- Lesson Title: Combatives IV**

**Lesson Objective:** Instill confidence in the trainees' ability to defend themselves, attack and subdue an enemy, develop mental toughness, instill Warrior Ethos, and provide them with a basic set of unarmed combat skills

**Description:** The following techniques will be covered: bent arm bar from the mount and cross mount, straight arm bar from the mount, straight arm bar from the guard, and sweep from straight arm bar attempt.

### **AFCP- Lesson Title: Combatives V**

**Lesson Objective:** Instill confidence in the trainees' ability to defend themselves, attack and subdue an enemy, develop mental toughness, instill Warrior Ethos, and provide them with a basic set of unarmed combat skills

**Description:** Review, rules introduction, competition.



### Scheduled Military Training (SMT)

Weekend SMT

**Lesson Objective:** Time dedicated to accomplish training, education and in/out processing activities required for graduation.

**Description:** During this time, trainees may accomplish details, study, or obtain any additional training needed (drill, dormitory maintenance, uniform preparation, knowledge, etc).

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# CHAPTER 5

## COURSE TRAINING STANDARDS

### Section A--Graded Measurements

**1. Purpose--**Provide trainees with a clear understanding of how they will be graded for all graded events. Failure in any graded measurement may trigger the CR process. All remakes and any measurement for a trainee with 2 failures will be considered an EC.

**1.1 Physical Fitness Assessment:** Trainees will be given a baseline (PFB), two diagnostics (PFD) and an assessment (PFA) during the BOT program. The PFA will occur on TD-47. Trainees must achieve a score of 75 or above in accordance with AF standards. If a trainee can not complete the PFA due to events beyond his/her control (e.g., injury) but has previously passed a full PFD, 24 TRS/CC may waive the PFA. Trainees that have not passed by the end of the remedial period will enter the CR process. A trainee must demonstrate that they can pass the PFB or PFD before attempting the Confidence Course, Ropes/Tower Course, or Assault Course.

**1.2 Consolidated Written Test:** Trainees must achieve an 80% on all academic tests. Additionally, if a trainee does not maintain an 80% on the CWTs, they will be placed on SMS for additional monitoring. Trainees who fail to achieve at least an 80% average after all 3 CWTs will be required to take the end of course comprehensive exam. The average calculated to determine if a trainee will take a comprehensive test is the average of correct questions from all three tests. It is not the average of three test scores. The comprehensive exam is an EC, and the passing score on the comprehensive exam is at least an 80%. Trainees who fail the comprehensive test or three academic tests overall will be eliminated through the CR process.

**1.3 Advocacy Briefing:** Trainees are required to give an Advocacy Brief. The trainees will be evaluated on how well they present the information and how effectively they advocate a position using the Briefing Grade Sheet in Figure 5.3.

**1.4 Leadership Reaction Course:** Trainees will execute the Leadership Reaction Course. The trainees will be evaluated on how they lead their team and their ability to accomplish the mission they are given using the Leadership Competency Evaluation (LCE) in Figure 5.2.

**1.5 AEF:** The focus of AEF is leadership training and evaluation. The trainees are trained on a variety of expeditionary skills, and most apply them in support of small unit leadership missions in a simulated “deployed” environment. The evaluations focus on leadership and AEF skills proficiency. Each trainee must pass an individual evaluation using the LCE (Figure 5.2) in this capstone leadership evaluation.

**1.6 Mid-Course OTPR:** This measurement summarizes the trainee's overall performance and gives feedback for approximately the first 20 training days. Scores are based on feedback given throughout the course and the rater's personal assessment. Trainees must meet standards in all areas and attain a score of 50 or greater. If a trainee fails this measurement and it was not an elimination check (EC), they will be given a remake within 12 TDs of failing the OTPR. The remake, if not preceded by another EC will serve as an EC.

**1.7 End-of-Course OTPR:** This measurement summarizes the trainee's overall performance and gives feedback for the entire course. Scores are based on feedback given throughout the course and the rater's personal assessment. Trainees must meet standards in all areas and attain a score of 50 or greater. If a trainee fails this measurement, they will be removed from training and enter the commander's review process.

## **Section B—Additional Evaluations**

**1. Purpose--**In addition to being graded on the above events, trainees will be evaluated on the following in order to provide performance feedback and familiarity with the evaluation process:

**1.1 Project X:** Trainees will participate in at least one event at the Project X Course. The trainees may be evaluated on how well they perform as a team using the evaluation sheet in Figure 5.1.

**1.2 BELPS:** Initial trainee evaluation and feedback within a problem solving context. Trainees will attempt to accomplish missions using scenario based exercises in conjunction with knowledge questions. Trainees will be individually evaluated using the LCE in Figure 5.2.

**1.3 Flickerball:** The main focus of the operation is on how well planning, leadership, followership, and teamwork are used to succeed on the playing field. Trainees will be evaluated using the LCE in Figure 5.2.

**1.4 Optimal Mast:** This classroom exercise enables the trainees to apply the leadership and management skills covered during academic classes and put them to use. Trainees will be evaluated using the LCE in Figure 5.2.

Figure 5.1 (Project X Worksheet)

PROJECT X WORKSHEET		Exercise:	
Needs Major Improvement		Needs Improvement	
Needs Little Improvement			
<b>Clear Team Goals</b>	Did everyone in the team know what the team was trying to accomplish or achieve? (mission or goal)		
Frequent switches in direction, Frustration at lack of progress, Most did not understand the plan/task		Moderate progress, Some indecision, Some did not understand	Agrees on task, has a clear vision, Progresses well, Everyone understood the task
<b>Clear Plan</b>	Did the team have a clear and understood plan in place before starting on the task?		
Incomplete plan, Few members understood overall plan, Confusion		Partial plan, Most members understood overall plan	Clear and concise plan, Everyone understood the plan
<b>Defined Roles</b>	Did everyone understand their role and responsibility in accomplishing the task?		
Poor use of resources, Members not utilized properly, Lack of attention to detail		Some discussion of how to proceed and use individuals, Hesitance	Fully utilized resources and skills of team members
<b>Communication</b>	Did the flight communicate with each other?		
Silence, Not listening, Ignoring, Interrupting		Simultaneous talking and listening, Certain people ignored	Actively listening, Not interrupting, Exploring other's ideas
<b>Team Behavior</b>	Were beneficial team behaviors shown by the flight members?		
Fighting among members, One member dominates group discussion, Certain members ignored		Compromise Moderate participation	Group discussion, Seeking information and opinions, Everyone is involved
<b>Group Atmosphere</b>	Did the team work well together?		
Conflict, Defensive, Members withdraw, Anger, Irritation, Frustration		Complacent, Bored, Apathetic	Excited, Enthusiastic, Acceptance, Cooperation
<b>Decision-Making</b>	Did the team make decisions together?		
One person decides, Carry out decision without talking to others		Majority of group agrees, Vote and majority wins, Compromise	Unanimous agreement, Discussion if one disagrees, Consensus, Collaboration

# HOLM CENTER LEADERSHIP COMPETENCY EVALUATION

STUDENT NAME	SQ/FLT	EVALUATOR NAME	LEADERSHIP EXERCISE	DATE
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## A. LEADERSHIP COMPETENCIES

### MANDATORY REQUIREMENTS

I. CLEARLY RECOGNIZED THE MISSION/OBJECTIVE YES ☐ NO ☐

II. MAINTAINED COMMAND OF TEAM MEMBERS YES ☐ NO ☐

U S O

1. Developed trust and commitment through words and actions 1 2 3 4 5

2. Delegated authority when appropriate (DID NOT ABDICATE COMMAND, see II. above) 1 2 3 4 5

3. Displayed accountability for areas of responsibility, operation of team, and personal actions 1 2 3 4 5

4. Demonstrated flexibility by adapting to changes 1 2 3 4 5

5. Displayed military bearing, self-discipline, self-control, and confidence under pressure 1 2 3 4 5

6. Articulated ideas and intent in a clear, concise, and convincing manner 1 2 3 4 5

7. Promoted free flow of communication and solicited feedback 1 2 3 4 5

8. Motivated and inspired team to make sacrifices and take calculated risks to achieve objective 1 2 3 4 5

9. Maintained focus and intensity 1 2 3 4 5

10. Developed team by fostering cohesiveness, confidence, and cooperation 1 2 3 4 5

Score

## B. DECISION ANALYSIS

U S O

1. OBSERVE 1 2 3 4 5

2. ORIENT 1 2 3 4 5

3. DECIDE 1 2 3 4 5

4. ACT 1 2 3 4 5

Score

## OBSERVE

Recognized the correct problem  
Clearly stated the problem  
Gathered data

## ORIENT

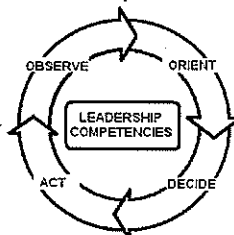
Defined required performance levels  
Used brainstorming guidelines

## ACT

Set plan into action  
Monitored implementation of the plan  
Corrected deviations from the plan  
Develop contingency plan(s) when needed  
Standardize best practices as appropriate

## DECIDE

Tested solutions against established criteria  
Considered the feasibility or effectiveness of the solutions  
Determined necessary tasks, standards, responsibilities, and milestones.



<b>C. MISSION COMPLETION</b>		YES <input type="checkbox"/>	NO <input type="checkbox"/>	<b>OVERALL GRADE</b> U <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/> O <input type="checkbox"/>	
Score					
Completion Time				Outstanding	> 65
<b>LEADERSHIP COMPETENCY SCORE</b>				High-Satisfactory	54 - 64
A. Leadership Competencies				Satisfactory	38 - 53
B. Decision Analysis				Marginal	26 - 37
C. Mission Completion				Unsatisfactory	< 26
<b>OVERALL SCORE</b>					
I have read and understand the comments regarding my performance. I do/do not wish to make a written statement.				INSTRUCTOR SIGNATURE	
STUDENT INITIALS		DATE			

INSTRUCTOR/STUDENT COMMENTS:

Figure 5.3 (Briefing Grade Sheet-Front)

BRIEFING GRADE SHEET											
TO BE COMPLETED BY STUDENT											
NAME OF STUDENT			DATE			<input type="checkbox"/> Advocacy Briefing		<input type="checkbox"/> Informative Briefing			
CLASS			FLIGHT			<input type="checkbox"/> Practice Briefing		<input type="checkbox"/> Remake Assignment			
SOURCES		1			2						
TO BE COMPLETED BY EVALUATING OFFICER											
CONTENT	INTRODUCTION	U	S		O		U	S	O		
		No greeting; failed to introduce self; didn't state topic/position and main points	Stated topic/position and main points; may have introduced self or greeted audience		Greeted audience, introduced self; stated topic/position and overview of MPs						
							0	1	2		
	BODY	U	LS	S	HS	O	U	LS	S	HS	O
		Little or no information; poor of main points; inaccurate information; awkwardly used; inadequate sources (less than 2 sources)	Adequate development; basic information; supports main points; adequate sources (title/date)		Comprehensive development; extensive information; strong support for main points; skillfully incorporated sources						
							0	2	4	6	8
DELIVERY	ADVOCACY (If Required)	U	LS	S	HS	O	U	LS	S	HS	O
		Argument unclear or unconvincing, reasons lacked credibility or validity, conclusion doesn't follow reasons	Credible and valid reasons, conclusion follows directly from reasons, argument clear and easy to follow		Compelling and convincing reasons, argument extremely clear and direct, opposing arguments anticipated and refuted						
							0	1	2	3	4
	CONCLUSION	U	S		O		U	S	O		
		Failed to state topic/position and main points; introduced new information or rebriefed; didn't say, "this concludes my briefing, are there any questions"	Restated topic/position and main points; may have asked for questions or concluded briefing		Stated topic/position and main points; closed by stating, "this concludes my briefing, are there any questions"						
							0	1	2		
DELIVERY	VERBAL EXPRESSION	U	LS	S	HS	O	U	LS	S	HS	O
		Articulation or pronunciation problems; several vocalized pauses; grammar errors; too soft/loud; monotone; lacked emphasis; no variety; too slow/fast; artificial; lacked confidence	Some articulation or pronunciation problems; some vocalized pauses; good volume; pitch varied, good rate; appropriate emphasis and variety; confident		Good articulation and pronunciation; no vocalized pauses; appropriate volume; spontaneous pitch; varied rate; dynamic emphasis; extremely confident						
							0	2	4	6	8
	MOVEMENT/ GESTURES/ ANIMATION	U	LS	S	HS	O	U	LS	S	HS	O
	Inappropriate movement; rocking, swaying; nervous; consistently gripped or leaned on lectern, mechanical; inappropriate gestures; planned or mechanical gestures, or lack of gestures; "dead pan" or overly contorted expression hindered presentation	Movement coordinated with dialogue; natural; some appropriate gestures; aided presentation; appropriate facial expression		Used movement to aid presentation; captured attention or added emphasis; appeared natural and comfortable; gestures appeared natural and spontaneous; consistently supported verbal message with hand and arm gestures and good facial expression							
							0	1	2	3	4
ORGANIZATION	EYE CONTACT	U	LS	S	HS	O	U	LS	S	HS	O
		Missing; looked over heads, looked down or ignored listeners, darted, stared; focused on visual-aids or notes	Inclusion of most listeners; few reference to notes; evenly distributed		Direct and impartial throughout; inclusion of all listeners; no distracting references to notes (exception--quotes); aided delivery and enhanced credibility						
							0	1	2	3	4
	CLARITY	U	LS	S	HS	O	U	LS	S	HS	O
	Main points are not related to purpose and each other; organization not clear; lacking or weak transitions; less than 2 main points	Main points related to purpose and each other; organization was adequate; used mechanical transitions; adequate number of main points		Skillfully related the main points to the purpose and each other; organization aided listeners understanding and retention; used good transitions throughout which aided flow and helped listener							
							0	1	2	3	4
ORGANIZATION	SLIDES	U	LS	S	HS	O	U	LS	S	HS	O
		Inappropriate color, font, pictures, graphics; multiple or major slide errors; distracted listeners	Some appropriate color, font, pictures, graphics to aid listeners; minor slide errors		Kept audience focused; color, font, pictures, graphics contributed to the listener's understanding of subject; no slide errors including spelling, and grammar						
							0	1	2	3	4



**Figure 5.3 (Briefing Grade Sheet-Back)**

MANDATORY REQUIREMENTS		U	S	OVERALL GRADE				
MET OBJECTIVE (Presented information in a factual manner, did not advocate a position [Info Brief], advocated position [Advocacy Brief])				Informative Briefing				
TIME _____ : _____ (5-9 minutes for Info/Advocacy Brief)				U 0-7	LS 8-14	S 15-25	HS 26-30	O* 31-36
PREPARED BRIEFING (IAW AFH 33-337 P.122)				Advocacy Briefing (if required)				
PROFESSIONAL CONDUCT (Prepared, appropriate comments/language, maintained composure)								
OVERALL GRADE				U 0-9	LS 10-16	S 17-27	HS 28-34	O* 35-40
EVALUATING OFFICER COMMENTS								
<p>* To obtain an overall OUTSTANDING, the total points must include a minimum of SATISFACTORY in each category</p>								
EVALUATING OFFICER SIGNATURE		DATE		REVIEWING OFFICER SIGNATURE (IF REQUIRED)			DATE	
EVALUATING OFFICER SIGNATURE BLOCK				REVIEWING OFFICER SIGNATURE BLOCK (IF REQUIRED)				
I have read and understand the comments regarding my performance.				STUDENT'S INITIALS			DATE	
I do <input type="checkbox"/> / do not <input type="checkbox"/> wish to make a written statement								

## END OF COURSE OFFICER TRAINEE PROGRESS REPORT (OTPR)

NAME OF STUDENT (Last, First, M.I.)	CLASS	SQUADRON	FLIGHT
STUDENT POSITION		FLIGHT COMMANDER	

### PERFORMANCE RATING CODES

U = Unsatisfactory (0 pts)      M = Marginal (1 pt)      S = Satisfactory (2 pts)      E = Excellent (3 pts)      O = Outstanding (4 pts)

#### A. Job Knowledge

- 1 Ability to follow instructions
- 2 Attention to detail
- 3 OTSOL knowledge
- 4 Customs and courtesies

U	M	S	E	O
		X		
		X		
		X		
		X		

STDS  
NOT  
MET

OT  
MEETS  
STDS

	X
Score	8.00

#### B. Leadership Skills

- 1 Field leadership
- 2 Assertiveness
- 3 Self-confidence/decisive/stable/poised
- 4 Followership/team player

U	M	S	E	O
		X		
		X		
		X		
		X		

STDS  
NOT  
MET

OT  
MEETS  
STDS

	X
Score	8.00

#### C. Professional Qualities

- 1 Attitude
- 2 Responsible/integrity
- 3 Motivates others/image/bearing
- 4 Tact/sensitivity

U	M	S	E	O
		X		
		X		
		X		
		X		

STDS  
NOT  
MET

OT  
MEETS  
STDS

	X
Score	8.00

#### D. Duty Performance

- 1 Performance of duties/position
- 2 Planning/organizational ability/time management
- 3 Delegating/directing
- 4 Coordination/control

U	M	S	E	O
		X		
		X		
		X		
		X		

STDS  
NOT  
MET

OT  
MEETS  
STDS

	X
Score	8.00

#### E. Judgment and Decisions

- 1 Demonstrates sound judgment
- 2 Reaction to counseling/learns from mistakes
- 3 Adaptability to change/military training
- 4 Problem solving ability

U	M	S	E	O
		X		
		X		
		X		
		X		

STDS  
NOT  
MET

OT  
MEETS  
STDS

	X
Score	8.00

#### F. Communication Skills

- 1 Clear/concise
- 2 Organized/logical/complete
- 3 Confident/articulate
- 4 Oral/written grammar

U	M	S	E	O
		X		
		X		
		X		
		X		

STDS  
NOT  
MET

OT  
MEETS  
STDS

	X
Score	8.00

#### NOTES:

0-3 points OR more than one subarea Unsatisfactory, then category result rates as "DOES NOT MEET STANDARDS"  
 4-7 points OR one subarea Unsatisfactory, then category result is at Flight Commander's discretion  
 8 points and above, the category result rates as "MEETS STANDARDS"

**OTPR RESULT: Satisfactory**

**TOTAL OTPR SCORE: 52.00**

#### GRADED PERFORMANCE

Academics: CWT1: 36; SPT1: 80; CWT2: 64; SPT2: 90  
 Leadership: BELP: 44

FLIGHT COMMANDER'S REMARKS

DATE REVIEWED

SIGNATURE OF FLT/CC

STUDENT SQUADRON COMMANDER'S REMARKS

[ ] Concur

[ ] Nonconcur

DATE REVIEWED

TRAINEE REMARKS (OPTIONAL)

DATE REVIEWED

#### SCORING

OUTSTANDING	>= 90 pts -and- no performance area less than "S"
EXCELLENT	>= 75 pts -and- no performance area less than "S"
SATISFACTORY	>= 50 pts -and- OT "MEETS STANDARDS" in all performance categories.
UNSATISFACTORY	< 50 pts -or- OT "DOES NOT MEET STANDARDS" in one or more performance category.

Note: Students who receive an "Unsatisfactory" Mid-Course OTPR will be counseled and reevaluated within 10-15 training days. The remake will be completed in its entirety. A result of "Unsatisfactory" on the remake is cause for possible disenrollment.

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## **Section C--Awards**

**1. Purpose--**To explain the trainee awards and the criteria used by the staff to determine award winners. A trainee recycled for cause will not be eligible for any squadron or wing end-of-training awards unless the award pertains to a measurement they did not repeat (e.g. if they were recycled prior to receiving any briefing feedback, they would be eligible for the Major General Jeanne M. Holm Briefing Award for the best briefer). A trainee that is recycled for reasons beyond their control (i.e., medical problem, family death, etc.) is still eligible.

**2. Top Graduate Award--**The trainee who demonstrates the highest overall performance receives this award.

**3. Honor Graduate Award--**The trainee who demonstrates the second highest overall performance receives this award.

**4. Leadership Excellence Award--**This is awarded to the trainee who best exemplifies the AF Core Values on a daily basis while demonstrating excellence through exceptional performance on graded events. Each flight will nominate a member for this award to their respective SS/CC using the AF IMT 1206, following the guidelines on the OT Brain for categories and length. Each SS/CC will select the best person from within their Student Squadron and forward their nominee to a board consisting of all SS/CCs. The board will evaluate all nominees and select the overall winner.

**5. Lt Col Dick Scobee Award--**The trainee who consistently displays the highest officer qualities/characteristics of leadership, integrity, professionalism, loyalty and determination receives this award. Each flight will nominate one person for this award and will give a completed AF IMT 1206 using the above categories to their respective SS/CC. Each SS/CC will select the best person from within their Student Squadron and forward their nominee to a board consisting of all SS/CCs. The board will evaluate all nominees and select the overall winner.

**6. General Daniel “Chappie” James, Jr. Trophy of Merit--**The trainee who best demonstrates good human relations and equal opportunity, as defined in the Department of Defense (DoD) Human Goals Proclamation, receives this award. Each flight nominates one candidate from their flight to their respective OTW SQ/CC, who in turn forwards one nominee to OTW/CC. OTW/CC forwards packages on the top two nominees to 24 TRS/DO for final selection.

**7. Thomas Jefferson Scholastic Award--**This award goes to the trainee with the highest average score on all OTS academic measurements (CWT and SPT scores only).

**8. OTS Fitness Award--**The award is given to the male and female trainee who has demonstrated exceptional physical fitness by having the highest average PFD/A score in the class. The trainees must have participated in at least 3 fitness measurements.

**9. Major General Jeanne M. Holm Briefing Award--**The trainee who demonstrates the most outstanding briefing skills receives this award. The Air Force Women’s Officer Association sponsors the award and is given to the winner of the Wing Brief-Off.

## **10. Distinguished Graduate (DG) Program--OTS/CC 36-2202 29 Jul 2008**

**10.1 General--**The OTS/CC will designate OTS graduates for DG status IAW AFI 36-2013.

**10.2 Standards--**Distinguished Graduates are selected by overall performance throughout all aspects of training and graded measurements, using a formula approved by the 24 TRS/CC. Up to 10% of BOT annual enrollment may be designated DG. Candidates must excel academically and physically. In addition, a DG candidate must exemplify the “whole person” concept. This concept is the overall assessment of a trainee’s performance and character, which is observed by their Flt/CC, peers, and the OTS staff, which embodies, but is not limited to, the following attributes: officership values (integrity, pride, loyalty, self-discipline, initiative, selflessness, patriotism, and courage); leadership; professionalism; determination; enthusiasm; teamwork; winning attitude; and warrior spirit.

**10.3** The 24 TRS/CC may remove names from the final DG list for cause, normally involving misconduct.

## **11. Honor Flight (HF) and Honor Squadron (HS)**

**11.1 Responsibility--**The 24 TRS/CC has overall responsibility for the HF and HS program.

**11.2 Procedures--**HF/HS competition runs approximately from the second week into the program through the eleventh week. HF competition is based on the “whole flight” concept and is an overall assessment of a flight’s performance. Honor Squadron competition is based on the “whole squadron” concept and is an overall assessment of the squadron’s performance. HF/HS order of merit is based on a formula approved by the 24 TRS/CC which includes the below:

**11.2.1 Academics:** CWTs, SPTs and Military Briefings

**11.2.2 Fitness:** PFDs and PFA

**11.2.3 Field Leadership/Military Deployment:** Drill competition, LRC, AEF, Flickerball, M-9 skills, Mini MAC, War Game, and Dorm Inspections.

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# CHAPTER 6

## MISSION / LEADERSHIP TRAINING

### Section A—Management

**1. Performance Evaluation:** BOT instructors will use the performance grading scales and grade sheets referenced in Chapter 5 to measure the trainee's ability on each task as required for each graded measurement.

**2. Objective Interpretation:** This section contains statements of requirements for specific mission tasks and overall mission objectives for mission/leadership training. The following definitions should be used to interpret the objectives themselves.

**2.1 Introduce:** Indicates it is the first time the trainee is exposed to the task or subtask under specific conditions.

**2.2 Practice:** In the event that a trainee regresses during subsequent missions, those tasks must be brought back to standards through additional instruction.

**2.3 Demonstrate Proficiency:** Indicates the trainee must meet standards in task performance. There are a few instances where the trainee is introduced to a task and must demonstrate proficiency in the same event. These instances are clearly indicated on the event description with an "Introduce and Demonstrate Proficiency" statement.

*Note:* These mission objectives are not necessarily in chronological order. Each instructor, therefore, can use discretion in deciding the appropriate chronological order to ensure each objective is performed based on mission parameters.

## **Section B—Basic Expeditionary Combat Skills / Field Training Exercises**

### **1. Confidence Course**

#### **1.1 Training Objectives**

Build flight teamwork and cohesion

Inspire self confidence and enable opportunity to overcome limitations

Instill warrior ethos

#### **1.2 Specific Tasks**

Attempt to complete all obstacles on the course

### **2. Assault Course-1 (Blue Thunder)**

#### **2.1 Training Objectives**

Learn and apply various physical and AEF skills in a simulated ground combat environment

#### **2.2 Specific Tasks**

Complete course

#### **2.3 Special Instructions**

Trainees will be briefed by an instructor on the proper techniques for navigating each obstacle prior to running the course.

### **3. High Ropes/Tower Course**

#### **3.1 Training Objectives**

Build flight teamwork and cohesion

Inspire self confidence and enable opportunity to overcome limitations.

Instill warrior ethos

#### **3.2 Specific Tasks**

Attempt to complete all obstacles on the course

### **4. Assault Course-2 (Vigilant Warrior)**

#### **4.1 Training Objectives**

Apply and demonstrate expertise on various physical and AEF skills in a simulated ground combat environment

Instill warrior ethos

#### **4.2 Specific Tasks**

Complete course

### **5. M-9 Qualification**

#### **5.1 Training Objectives**

Gain familiarity with the M-9 pistol, weapon characteristics and handling, basic weapon and range safety and firing positions

Qualify on the weapon

#### **5.2 Specific Tasks**

Complete course



### **5.3 Special Instructions**

Security Forces personnel at CATM conduct this lesson

## **6. Air Force Combatives**

### **6.1 Training Objectives**

Instill confidence in the trainees' ability to defend themselves, attack and subdue an enemy, develop mental toughness and provide them with a basic set of unarmed combat skills

Instill warrior ethos

### **6.2 Specific Tasks**

Complete all lessons

### **6.3 Special Instructions**

22 TRSS manages AF Combatives training sessions

## **Section C—Mission Training/Evaluations**

### **1. Project X**

#### **1.1 Mission Objectives**

- 1.1.1 Introduce “missions”
- 1.1.2 Build teamwork and flight cohesion
- 1.1.3 Reinforce problem solving process

#### **1.2. Specific Tasks**

- 1.2.1 Introduce mission procedures
  - 1.2.1.1 Learn standard field mission formations and procedures
  - 1.2.1.2 Participate in flight commander briefs
  - 1.2.1.3 Introduce safety procedures
- 1.2.2 Interpret and use information given in “problem”
  - 1.2.2.1 Assign roles to team members
- 1.2.3 Observe strengths and weaknesses of individual team members
- 1.2.4 Accomplish mission
  - 1.2.4.1 Adhere to rules of engagement
- 1.2.5 Introduce debriefing process and standards
  - 1.2.5.1 Participate in mission debriefing
  - 1.2.5.2 Identify valid lessons learned

#### **1.3 Special Instructions**

During this training the trainee is introduced to the LRC and Expeditionary Leadership Problem (ELP) concepts and standards. Emphasize teamwork, adherence to ROEs, safety procedures, and application of the problem solving process.

### **2. BELPS**

#### **2.1 Mission Objectives**

- 2.1.1 Establish baseline leadership competencies for trainee
- 2.1.2 Build teamwork and flight cohesion
- 2.1.3 Apply leadership theory in a simulated combat environment

#### **2.2 Specific Tasks**

- 2.2.1 Apply safety procedures
- 2.2.2 Interpret and use information given in “problem”
- 2.2.3 Accomplish mission
- 2.2.4 Apply leadership competencies
  - 2.2.4.1 Practice problem solving
  - 2.2.4.2 Practice management functions
  - 2.2.4.3 Practice other leadership competencies listed on the LCE
- 2.2.5 Correctly apply / utilize Phase I AEF skills
- 2.2.5 Practice debriefing process and standards
  - 2.2.5.1 Participate in mission debriefing
  - 2.2.5.2 Identify valid lessons learned

#### **2.3 Special Instructions**

During this training exercise the trainee is evaluated on his/her baseline leadership competencies through the LCE. The trainee will participate in a mission debriefing where

an instructor and fellow trainees provide feedback and constructive criticism. Additionally, the trainee will receive an individual feedback from their evaluator. This evaluation establishes the trainee's baseline and is the foundation for an individualized LDP.

### **3. Flickerball**

#### **3.1 Mission Objectives**

- 3.1.1 Demonstrate leadership competencies IAW LCE
- 3.1.2 Build teamwork and flight cohesion
- 3.1.3 Apply leadership theory in a dynamic environment

#### **3.2 Specific Tasks**

- 3.2.1 Apply safety procedures
- 3.2.2 Interpret and use information given in "problem"
- 3.2.3 Accomplish mission
- 3.2.4 React to moving / thinking "enemy"
- 3.2.5 Demonstrate leadership competencies
  - 3.2.5.1 Demonstrate problem solving
  - 3.2.5.2 Demonstrate management functions
  - 3.2.5.3 Demonstrate other leadership competencies listed on the LCE
- 3.2.6 Demonstrate debriefing process and standards
  - 3.2.6.1 Participate in mission debriefing
  - 3.2.6.2 Identify valid lessons learned

#### **3.3 Special Instructions**

The trainee will utilize problem solving skills to develop an operation plan to defeat an enemy in a flickerball contest. Additionally, the trainee will demonstrate proficiency in leadership competencies IAW the LCE. The evaluation in conjunction with group and individual mission debriefs will enhance the trainee's leadership skills.

### **4. LRC**

#### **4.1 Mission Objectives**

- 4.1.1 Demonstrate leadership competencies IAW LCE
- 4.1.2 Build teamwork and flight cohesion
- 4.2.3 Apply leadership theory in a dynamic environment

#### **4.2 Specific Tasks**

- 4.2.1 Apply safety procedures
- 4.2.2 Interpret and use information given in "problem"
- 4.2.3 Accomplish mission
- 4.2.4 Demonstrate leadership competencies
  - 4.2.4.1 Demonstrate problem solving
  - 4.2.4.2 Demonstrate management functions
  - 4.2.4.3 Demonstrate other leadership competencies listed on the LCE
- 4.2.5 Demonstrate debriefing process and standards
  - 4.2.5.1 Participate in mission debriefing
  - 4.2.5.2 Identify valid lessons learned

#### **4.3 Special Instructions**

The trainee must demonstrate proficiency in leadership competencies IAW the LCE. The evaluation in conjunction with group and individual mission debriefs will enhance the trainee's individual LDP.

### **5. AEF**

#### **5.1 Mission Objectives**

- 5.1.1 Demonstrate leadership competencies IAW the LCE
- 5.1.2 Build teamwork and flight cohesion
- 5.1.3 Apply leadership theory in a simulated combat environment

#### **5.2 Specific Tasks**

- 5.2.1 Apply safety procedures
- 5.2.2 Interpret and use information given in "problem"
- 5.2.3 Accomplish mission
- 5.2.4 Apply problem solving process
- 5.2.5 React to moving / thinking "enemy"
- 5.2.6 Demonstrate leadership competencies
  - 5.2.6.1 Demonstrate problem solving
  - 5.2.6.2 Demonstrate management functions
  - 5.2.6.3 Demonstrate other leadership competencies listed on the LCE
- 5.2.7 Correctly apply / utilize Phase I AEF skills
- 5.2.8 Demonstrate debriefing process and standards
  - 5.2.8.1 Participate in mission debriefing
  - 5.2.8.2 Identify valid lessons learned

#### **5.3 Special Instructions**

The trainee must demonstrate proficiency in leadership competencies IAW the LCE. The trainee will lead a small unit to accomplish a mission in a simulated combat environment. Trainees will use paintball markers and encounter Opposing Forces to provide a sense of realism. The evaluation in conjunction with group and individual mission debriefs will enhance the trainee's leadership skills.

## ACRONYMS

AAFES - Army/Air Force Exchange Service  
AD - Administration  
ADO - Assistant Director of Operations  
AEF - Air Expeditionary Force  
AETC - Air Education and Training Command  
AF - Air Force  
AFCP – Air Force Combatives Program  
AFI - Air Force Instruction  
AFIT - Air Force Institute of Technology  
AFMAN - Air Force Manual  
ALFC - Assistant Lower Flight Commander  
APT - Academic Preparation Time  
AS - Assessments  
AT - Additional Training  
AU - Air University  
BELPS - Basic Expeditionary Leadership Problems  
BOT - Basic Officer Training  
CAM - Curriculum Area Managers  
CBT - Computer Based Training  
CC - Commander  
CCV - Standardization/Evaluations Office  
CQ - Charge-of-Quarters  
CR - Commander's Review  
CS - Communication Skills  
CSAF - Air Force Chief of Staff  
CWT - Consolidated Written Test  
DG - Distinguished Graduate  
DO - Director of Operations  
DoD - Department of Defense  
DR - Drill and Ceremonies  
EAD - Enter Active Duty  
EC - Elimination Check  
ELP - Expeditionary Leadership Problem  
EOC - End of Course  
EPR - Enlisted Performance Report  
FL - Field Leadership  
Flt - Flight  
FT - Field Training  
IAW - In Accordance With  
ISS - International Security Studies  
LCE - Leadership Competency Evaluation  
LFC - Lower Flight Commander

LRC - Leadership Reaction Course  
LS - Leadership Studies  
MS - Military Studies  
MTI - Military Training Instructor  
NCO - Non-Commissioned Officer  
NE - Non-Effective  
OI - Operating Instruction  
OPR - Office of Primary Responsibility  
OR - Orientation  
OT - Officer Trainee  
OTPR - Officer Trainee Performance Report  
OTS - Officer Training School  
OTW - Officer Trainee Wing  
PA - Profession of Arms  
PFA - Physical Fitness Assessment  
PFB - Physical Fitness Baseline  
PFD - Physical Fitness Diagnostic  
PR - Preparation  
PT - Physical Training  
ROE - Rules of Engagement  
SMS - Special Monitoring Status  
SNP - Student Non-Progression  
SQ - Squadron  
SS - Student Squadron  
ST - Social Training  
T&Q - Tongue and Quill (Air Force Handbook 33-337)  
TD - Training Day  
TRS - Training Squadron  
UCMJ - Uniform Code of Military Justice  
UFC - Upper Flight Commander  
VW - Vigilant Warrior

	A	B	C	D	E	F	G	H	I	J
	0		1		2		3		4	
1										
2										
3	AD-Barber Shop	8.00	CT-Blue Line PA-Dress & Grooming I AD-Medical In-processing I AD-Personnel In-processing I AD-AAFES Uniform Purchase CT-22 TRSS/CC Welcome	1.00 1.00 4.00 4.00 5.00 0.50	DR-Dorm Instruction FT-PT Fundamentals PA-Suicide Awareness AD-Finance In-processing AD-OTS Safety Orientation PA-Military Customs & Courtesies OR-Academic Orientation	2.00 1.00 1.00 2.00 1.00 2.00 1.00	FT-Pad Instruction PA-OTS/CC Welcome CT-24 TRS/CC Welcome CT-SS/CC Welcome CT-FC Welcome FC-Initial Interview MS-War & The US Military PA-UCMJ Complete Listening Survey in Listening Reading	1.00 1.00 1.00 1.00 1.00 3.00 1.00 1.00 1.00 1.00 1.00	PT DR-Drill Block 1 DR-MTI Dorm Inspection PA-Profession of Arms LS-Honor Code PA-AF Core Values Case Studies LS-Religious Respect LS-Group Dynamics CS-Understanding Pubs CS-Grammar CBT	1.00 2.00 3.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00
11										
12										
13	Total Hours	8.00	Total Hours	15.50	Total Hours	10.00	Total Hours	9.00	Total Hours	10.00
14										
15										
16	PFB	1.50	PT	1.00	PT	1.00	PT	1.00	PT	1.00
17	DR-Drill Block 2	2.00	FL-Confidence Course	3.00	LS-Teambuilding	2.00	FL-Project X	4.00	LS-Mgmt Functions & Principles	2.00
18	CS-Interpersonal Comm	1.00	LS-Managing in a Diverse World	2.00	PA-Code of Conduct/Airman's Creed	2.00	LS-Followership	2.00	FT-Wound Management	1.00
19	PA-Dept of the AF	1.00	DR-Drill Block 3	2.00	LS-AF Leadership	1.00	LS-Conflict Mgmt/Exercise	2.00	LS-Problem Solving/Exercise	2.00
20	LS-Managing Stress	1.00	FC-FC Time	1.00	LS-DISC	1.00	LS-Motivation	1.00	LS-Sit Leadership/Exercise	2.00
21	CS-Listening	1.00	LS-Intro to Leadership	1.00	DR-Drill Block 4	1.00	FT-AEF Combat Skills	1.00	AD-OCC Training	1.00
22	AD-Personnel In-processing II	2.00	CS-Military Correspondence		ISS-Making Strategy	1.00	FT-Land Navigation		PA-AF Complaint System	
23	MS-US Constitution				ISS-US Policy					
24					LS-AFSO 21					
25										
26	Total Hours	9.50	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00
27										
28										
29	PT	1.00	PT	1.00	PT	1.00	PT	1.00	PT	1.00
30	FT-Base Defense Fundamentals I	2.00	LS-Leadership Authority & Resp	2.00	FT-Tactical Road March	1.00	AS-CWT 1	2.00	LS-Power & Influence	2.00
31	FL-Optimal Mast	2.00	MS-Airpower thru WWI	1.00	FT-Small Unit Tactics Ia	1.00	ISS-CWT Review	1.00	MS-WWI-WWII Part I	1.00
32	LS-Peer Evals I	1.00	PA-Principles of War	1.00	FT-Small Unit Tactics Ib	1.00	ISS-Examining Cultural Domains	3.00	PA-Air & Space Functions	2.00
33	AD-Immunizations	*2.00	ISS-Culture Pretest	0.50	FT-Wear of Pro Gear	1.00	AD-Assignment Preference Brief	1.00	PA-Dress & Grooming Sids II	2.00
34	FC-FC Time	1.00	ISS-Need for Cross-Cultural Competence	1.00	FT-Tactical Comm Field Exercise	1.00	OR-Fairchild Library Brief	0.50	LS-Change Mgmt	2.00
35	FT-Land Navigation	1.00	ISS-Handling Culture Shock Effectively	2.00	FT-Land Nav Field Exercise	1.00	FC-FC Time	0.50	LOAC CBT	
36	LS-Personal & Group Goals	1.00	FC-FC Time	0.50	PR-APT CWT 1	1.00				
37	CS-Military Briefings		PA-Dept of Defense		FC-FC Time	1.00				
38			LS-2A Intro to Critical Thinking	9.00						
39	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00
40										
41										
42	FL-BELPS	8.00	FL-BELPS	8.00	FL-BELPS	8.00	FL-BELPS Weather Backup	8.00	CT-Commander's Challenge	2.00
43	FT-Tactical Road March	1.00	FT-Tactical Road March	1.00	FT-Tactical Road March	1.00	CT-Dining Out Dry Run I	1.00	OR-Education Briefing	1.00
44	FL-M-9 Qualification	*6.00	FL-M-9 Qualification	*6.00	FL-M-9 Qualification	*6.00			PA-Military Law	2.00
45	AD-ID Cards	*2.00	AD-ID Cards	*2.00	AD-ID Cards	*2.00			PA-Military Law Case Studies	1.00
46	CS-Electronic Communication								ISS-Setting the World Stage	1.00
47									CS-Basics of Briefing	1.00
48									CS-Briefing Requirements	1.00
49									FC-FC Time	1.00
50									LS-AF MEO	1.00
51										
52	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	10.00

	A	B	C	D	E	F	G	H	I	J
53	19				21				23	
54										
55	PT	1.00	PF1 1	1.50	PT	1.00	AFCP I	2.00	AFCP II	2.00
56	MS-WWI-WWII Part II	1.00	DR-Ceremonial Drill	2.00	AS-CWT 2	2.00	PA-US Marine Corps	1.00	PA-Pay, Allowance & Leave	2.00
57	MS-Air Power Through The Cold War Pt I	1.00	PA-Dept of the Army	1.00	AS-CWT Review	1.00	PA-Total Force	1.00	ISS-South Asia	1.00
58	MS-Air Power Through The Cold War Pt II	1.00	MS-Terrorism	2.00	FC-FC Time	1.00	MS-The Post Cold War	1.00	LS-Sexual Assault Prevention I	2.00
59	ISS-Middle East	1.00	PA-Dept of the Navy	1.00	DR-Parade Practice 1	2.00	FC-Midcourse OIPR Feedback	3.00	AD-Squadron Boards	1.00
60	LS-EOT Case Studies	2.00	FT-Intro to AFCP	1.00	ISS-Middle East Presentations	1.00	PA-Security Education		PA-Civilian Personnel	
61	LS-Sexual Harassment Awareness	1.00	PR-APT CWT 2	1.00	ISS-Middle East Presentations	1.00	MS-Role of the Exec Branch			
62	FC-FC Time	1.00			CS-Grammar/Writing Mechanics		PA-US Coast Guard			
63	PA-Air/Space/Cyber Doctrine									
64	PA-2MA/COMs									
65	Total Hours	9.00	Total Hours	9.50	Total Hours	9.00	Total Hours	8.00	Total Hours	8.00
66	24				26				28	
67										
68	AFCP III	2.00	AFCP IV	2.00	AFCP V	2.00	AFCP Backup/PT	1.00	PT	1.00
69	DR-Parade Practice 2	2.00	DR-Parade Practice 3	2.00	DR-Parade Practice 4	2.00	LS-Performance Feedback	1.00	CT-Student Sq Awd's Support	1.50
70	MS-Airpower Today	1.00	LS-Effective Supervision	1.00	CT-Student Sq Awd's Dry Run Support	0.50	ISS-South Asia Presentations	1.00	CT-Commissioning Practice Support	2.00
71	PA-Joint Operations	1.00	CT-Pilot/Nav Orientation	2.00	CS-Bullet Statements	1.00	ISS-South Asia Presentations	1.00	CT-Wing Awd's Dry Run Support	1.00
72	AD-Wing Boards	1.00	LS-Corrective Supervision	1.00	CS-Bullet Statement Practicum	2.00	PA-The Enlisted Force	1.00	CS-Advocacy Brief Prep	1.00
73	ISS-East Asia	1.00			FC-FC Time	0.50	ISS-Russia	1.00	ISS-East Asia Presentations	1.00
74	CS-7 Steps to Effective Comm				PA-Substance Abuse Control Prgm		LS-Enlisted Eval System	1.00	ISS-East Asia Presentations	1.00
75							LS-Officer Eval System	1.00	CT-Dining Out Dry Run II	1.00
76							FC-FC Time	1.00		
77										
78	Total Hours	8.00	Total Hours	8.00	Total Hours	8.00	Total Hours	9.00	Total Hours	9.50
79	29				31				33	
80										
81	PT	1.00	CT-Commissioning Ceremony Support	2.00	PT	1.00	FT-Tactical Road March	1.00	PT	1.00
82	CT-OTS Open House Support	4.00	CT-DV Reception Support	1.00	FL-Flickerball Operation I	3.00	FT-Individual Bouts	1.50	LS-Holm Center Training Manual	1.00
83	CT-Wing Awd's Support	1.00	DR-Parade Support	1.00	AD-24TRS/Midcourse Feedback	1.00	FT-Self Defense - Rifle Fighting	0.50	LS-Sexual Assault Prevention II	2.00
84	CT-Spouses Orientation Support	*2.00	LS-Counseling Practicum	4.00	LS-Eval Concepts	2.00	FT-Base Defense Field Exercise I	2.00	AD-DD Form 214 Briefing	1.00
85	CS-Advocacy Brief Prep Standards	1.00	FC-FC Time	1.00	ISS-Russia Presentations	1.00	FT-BT Assault Course	3.00	CT-24 TRS/CC Training Philosophy	1.00
86	FL-Flickerball Ops Planning I	1.00			ISS-Russia Presentations	1.00	FT-Small Unit Tactics Ic	1.00	DR-MTI Expectations	1.00
87	CT-Dining Out Support	5.00			FT-IED/UXO ID & Reporting			1.00	ISS-Latin America	1.00
88									FC-FC Time	1.00
89										
90	Total Hours	13.00	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00
91	34				36				38	
92										
93										
94	PF1 2	1.50	PT	1.00	CT-Blue Line Support	1.00	PT	1.00	PT	1.00
95	LS-Developing Airmen	1.00	AD-WINGS Data Input	3.00	*6.00	1.00	CS-Advocacy Brief Practice Feedback	3.00	DR-Saber Training	2.00
96	AD-Lower Class in processing Planning	1.00	AD-Lower Class in processing	8.00	AD-2d Lt ID Cards	10.00	ISS-Latin America Presentations	1.00	DR-Key Personnel Training	2.00
97	CS-1 Advocacy Brief Practice	4.00					PA-Prof/Unprof Relations Case Study	2.00	ISS-Africa	1.00
98	PA-Prof/Unprof Relations	1.00					FC-FC Time	1.00	FL-Flickerball Ops Planning II	1.00
99	FC-FC Time	1.00							PR-APT CWT 3	1.00
100									FC-FC Time	1.00
101										
102										
103										
104	Total Hours	9.50	Total Hours	12.00	Total Hours	11.00	Total Hours	9.00	Total Hours	9.00



	A	B	C	D	E	F	G	H	I	J
105										
106	39		40		41		42		43	
107	PT	1.00	PT	1.00	PT	1.00	PT	1.00	PT	1.00
108	AS-CWT 3	2.00	FL-Flickerball Operation II	3.00	CS-Advocacy Brief Measurement	4.00	FL-Ropes Course	4.00	PA-SNCO Perspective	1.00
109	AS-1 CWT Review	1.00	AD-Assignment Briefing	1.00	FT-Base Defense Fundamentals II	2.00	CS-Advocacy Brief Feedback	3.00	LS-Accountability Case Study	1.00
110	LS-12 Angry Men	3.00	ISS-Africa Presentations	1.00	LS-Joint Ethics Regulations	1.00	ISS-Europe	1.00	AD-TMO/SATO	2.00
111	AD-Smooth Move	2.00	ISS-Africa Presentations	1.00	LS-Leadership Accountability	1.00	PA-Officer Force Development	1.00	PA-First Officer Assignment	1.00
112			LS-Leadership & Mgmt Case Studies	2.00	FT-SERE 100-B				PA-Air & Space Exp Force	1.00
113									CT-OTS/CC Perspective	1.00
114									FC-FC Time	1.00
115										
116										
117	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00
118	44		45		46		46A		47	
119										
120	PT	1.00	PT	1.00	PT	1.00	PT	1.00	PT	1.00
121	FL-LRC	4.00	FL-LRC	4.00	FL-LRC	4.00	FL-LRC Weather Backup	4.00	MS-Tuskegee Airmen Movie	2.00
122	ISS-Europe Presentations	1.00	PR-Comprehensive Remedial	1.00	FL-LRC Feedback	2.00	CT-Enlisted Heritage Hall	3.00	MS-Tuskegee NHS Visit	4.00
123	ISS-Europe Presentations	1.00	FL-LRC Feedback	1.50	CS-Advocacy Brief Remake	1.00				
124	FL-LRC Feedback	2.00	LS-Peer Evals II	1.00	ISS-Culture Feedback	1.00				
125			ISS-Culture Post Test	0.50						
126										
127										
128										
129										
130	Total Hours	9.00	Total Hours	9.00	Total Hours	9.00	Total Hours	8.00	Total Hours	7.00
131	48		49		50		51		52	
132										
133	PFA	1.50	PT - Individual	1.00	PT - Individual	1.00	CT-Commander's Challenge Support	2.00	FL-AEF Exercise	8.00
134	FT-Mobility Line Training	1.00	AD-DLAB	2.00	DR-Drill Competition Practice	2.00	FT-Mobility Line Processing	2.00	FT-Base Defense Field Exercise II	4.00
135			LS-Supervisor In basket	4.00	CT-Career Day	1.50	FT-C-130 Orientation Flight	2.00		
136	AD-Flight Photos	2.00	PA-Info Assurance	1.00	CT-Community Service	4.00	FT-Base Defense Field Exercise II	4.00		
137	LS-Dynamic Subordinacy	3.00	CS-Wing Brief Off	1.00	LS-ORM					
138	AD-ENJPT Board	*3.00								
139	AS-Comprehensive Retest	*2.50								
140	FC-FC Time	0.50								
141										
142										
143	Total Hours	8.00	Total Hours	9.00	Total Hours	8.50	Total Hours	10.00	Total Hours	12.00
144	53		54		55		55A		56	
145										
146	FL-AEF Exercise	8.00	FL-AEF Exercise	8.00	FT-VW Assault Course	3.00	CT-Operation AIR FORCE	12.00	PT - Individual	1.00
147	FT-Base Defense Field Exercise II	4.00	FT-Base Defense Field Exercise II	4.00	CT-Dining Out Dry Run I	1.00	FL-AEF Exercise Weather Backup	*8.00	DR-Parade Practice 5	2.00
148					CT-O Club Orientation	4.00			DR-Drill Competition	2.00
149					AD-Squadron Boards Support	1.00			FC-End of Course OTPR Feedback	3.00
150									CT-Dining Out Overview	1.00
151									LS-Environmental Awareness	
152										
153										
154										
155	Total Hours	12.00	Total Hours	12.00	Total Hours	9.00	Total Hours	12.00	Total Hours	9.00
156										

	A	B	C	D	E	F	G	H	I	J
157	57									
158	58									
159	PT - Individual	1.00	PT - Individual	1.00	PT - Individual	1.00	PT - Individual	1.00	CT-Commissioning Ceremony	1.00
160	DR-Parade Practice 6	2.00	DR-Parade Practice 7	2.00	DR-Parade Practice 8	2.00	AD-Pre-departure Safety Brief	1.00	DR-Graduation Parade	1.00
161	AD-OTS/CC End of Course Feedback	1.00	PA-Oath of Office	1.00	CT-Student Sq Awds	1.25	AD-Records Distro	2.00	CT-DV Reception	1.00
162	CT-General Officer Perspective	1.00	CT-Staff/OT Mini-Mac & Flickerball	3.00	CT-Wing Awds Dry Run	1.00	CT-OTS Open House	4.00		
163	AD-Wing Boards Support	1.00	CT-Civil Air Patrol Incentive Flights	*3.00	CT-Commissioning Practice	2.25	CT-Wing Awards Ceremony	1.00		
164	AD-Sign DITY Paperwork	1.00	AD-End of Course Survey	0.50	PA-Financial Briefing	1.00	CT-Spouses Orientation	*2.00		
165	CT-Grad Week Overview	1.00	AD-Sexual Assault Survey	0.50	CT-Dining Out Dry Run II	2.00	AD-Supply Turn-in	1.00		
166	FC-FC Time	1.00	CT-Student Sq Awds Dry Run	0.50	CT-Dining Out Dry Run II		CT-Dining Out	5.00		
167										
168	Total Hours	9.00	Total Hours	8.50	Total Hours	10.50	Total Hours	15.00	Total Hours	3.00
169	60									
	61									